

PMO Maturity Assessment Scorecard

Evaluate and compare your organization's PMO maturity against its peers with this fast, informative tool.

Question 1: Governance

Describe your organization's ability to address the processes that facilitate the governance of project and portfolio management.

Level 1

Very light

Ad-hoc meetings convened to resolve collisions

Level 2

Light

As needed convened leadership group

Level 3

Consultative support to leadership independently guiding their department(s)

Managed portfolio

Level 4

Participation in leadership meetings

Facilitation of key IT and Business processes for portfolio management

Level 5

PMO-led governance reporting directly to the CIO/Enterprise Executive

Prioritized portfolio

Question 2: Staffing

Describe your organization's PMO staffing level.

- Level 1**
Ad-hoc project resources staffed by major initiative
- Level 2**
At least 1 FTE and part time resources providing guidance
- Level 3**
Full time Manager and staff
- Level 4**
Director level leader and staff
- Level 5**
VP/Executive Director
Fully staffed to support continuous improvement

Question 3: Funding

Describe your organization's annual budget.

- Level 1**
 - Project funding
 - Refresher projects annually or less frequently (<\$50K)
- Level 2**
 - Team and minor enhancements <.25 FTE of technical (shared)/development work (\$50K-\$100K)
- Level 3**
 - Typically, 1-2 Process/Training and 1-2 Technical resources (dedicated)
 - Some external support (\$150K-\$300K)
- Level 4**
 - Process, Technical and Training Teams
 - Support for Enterprise processes for IT (\$300K-\$600K)
- Level 5**
 - Large Teams and moderate external support (\$500K+)

Question 4: Methodology

Describe your organization's project and portfolio management methodology/framework.

Level 1

Widely varying with little consistency

Ad-hoc process documentation

Level 2

Templates but few processes documented

Level 3

Process and Template repositories (e.g. SharePoint)

Audit viable but with some findings

Level 4

Regular training and refreshing of repeatable process and document resources

Moderate to high audit compliance

Program level standard documents and processes

Level 5

Reconciled, strategy aligned to senior leader visioning

Forecasts and projects

Adoption of earned value concept

High audit compliance

Question 5: Tools, Reporting and Metrics

Describe your organization's processes for collecting, analyzing, and managing projects and portfolio in relation to the level of PPM tool functionality used.

Level 1

Ad-hoc Out-of-the-box (OOTB) PPM tool usage

Excel exports and manually format/merge

Start-up metrics

Level 2

Configurable reports within OOTB PPM tool

Reporting capabilities with support from external sources

Selected metrics

Level 3

Stock executive reporting

Entry level development for simple reporting available

Replacement of excel-driven documents

Committed metrics

Level 4

Total cost financial data

Resource updates, scheduling integration and report development

Advanced metrics

Level 5

Strong resource and financial integration

Advanced KPIs, executive and program dashboards

Question 6: Integration and Service Management

Describe your organization's level of PPM process and tool integration tied to established areas of service management.

Level 1

No integration
Processes and tools working independently

Level 2

No integration
Job Aids, FAQs, high level resolution of issues
Ad-hoc tool incident management

Level 3

Light integration
Process and tool release plans
Quarterly or more frequent updates
Support meetings for key roles

Level 4

Moderate integration
Proactive engagement with IT and Business facing elements
Repeatable change management

Level 5

Moderate to high integration
Tightly integrated process/tool release, incident and problem management

Scorecard Results: Combine the total score for each answer by using the following: Level 1 = 1, Level 2 = 2, Level 3 = 3, Level 4 = 4, Level 5 = 5. Below total scores provides a guideline as to where your organization's maturity level is at.

- < 12 = Level 1: Project Oversight- Project Office
- 12 – 17 = Level 2: Process Control- Basic PMO
- 18 – 23 = Level 3: Process Support- Standard PMO
- 24 – 29 = Level 4: Business Maturity- Advanced PMO
- > 29 = Level 5: Strategic Alignment- Center of Excellence