The Top 6 Reports

# 6

for IT PMOs

# The Top 6 Reports for IT PMOs

## Inform your stakeholders consistently, confidently, and often

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# The Top 6 Reports for IT PMOs

## These are critical times for the IT PMO.

Generating reports is time-consuming. Laborious. *Painful.*

Often, report generation is more of a job than acting on the information it provides. And yet, it's unavoidable.

Fact is, these are critical times for the IT PMO. According to the most recent ESI International survey, 72% of PMOs say their senior management challenges them – and the number one reason? The PMOs' lack of perceived value.[1]

PMOs do an exemplary job of guiding projects to completion on time and on budget. **So if that's not the problem, what is?**

ESI adds that the PMO has *"a long way to go when it comes to demonstrating value through considered, quantitative measurement.[2]"*

This should concern every PMO. Especially when there's a solution that puts the metrics you need right now at your fingertips.

## For PMOs ready to inform stakeholders consistently, confidently and often: meet Planview Enterprise®.

### The Truth is in the Numbers

*"It's clear that PMOs at the top of their game...boost organizational performance as a whole."*
– PM Solutions Research, The State of the PMO Report[3]

PMOs have the numbers to back them up: stakeholders need to see the vital difference the PMO makes to the performance of the enterprise. According to the State of the Project Management Office Report[4], a high-performing PMO drives benefits like:

* 53% improvement in alignment of projects with the firm's objectives
* 27% decrease in failed projects
* USD $186k average cost savings per project

These are critical numbers, given that – according to the Project Management Institute[5], in its Pulse of the Profession® Report – the average large IT project in organizations with low-performing PMOs:

* Runs over budget 55% of the time
* Finishes on time 40% of the time
* Doesn't meet its business goals 44% of the time

*This is why PM Solutions says: "PMOs need to communicate their value.[6]"*

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According to the ESI survey[7], the top five PMO functions are:

1. *Methodology*
2. *Planning*
3. *Project management*
4. *Portfolio management*
5. *Reporting to management*

That's exactly what Planview Enterprise was designed to address.

By putting all these functions in one platform, you get the most comprehensive, most actionable reports and analytics that span the full breadth of portfolio management activities from start to finish.

Everything you need, all in one place, exportable to other applications, all to make your life easy.

**With a confident grasp on the health and status of all the actions and people that form your portfolios, you can consistently demonstrate how your IT PMO enables the strategic success of your entire enterprise.**

## What's the Value of the High-Performing PMO?

According to the PMI, organizations with high-performing PMOs[8]:

- 81% actively engage sponsors
- 57% align projects with business strategy
- And they have a strong focus on knowledge transfer, which boosts the chance of project success by over 20%.

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Let's take a look at the Top 6 Reports you need to drive actionable decisions quickly and prove your PMO's value decisively to your CIO:

1. *Investment and Capacity Planning*
2. *Financial Planning*
3. *Resource Capacity and Demand*
4. *Process Analysis*
5. *Monitoring Project Health*
6. *Plan vs. Actuals*

These come prepackaged with Planview Enterprise – among many, many others (how many others? Ask us, we'll show you!).

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Or see these analytics in action with a personalized demo at
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## What's Next for the PMO?

According to PM Solutions[9]:

- Demonstrating strategic business results will result in **better relationships with executive management**
- More PMOs will add **strategic planning through portfolio management** functions to their capabilities
- PMOs will continue to focus on **resource management** challenges

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## Report #1: Investment and Capacity Planning

Answer the question *"What should we do?"* by creating and modeling decisions in different scenarios, then zooming to just the differences between those decision sets.



*Model scenarios to illustrate the clear advantages of each within a portfolio*

Planning isn't an annual, once-a-year process anymore: it's on-going and dynamic, and your ability to anticipate change shows how agile you are.

Planview Enterprise supports your initiatives by incorporating real-time data from all your portfolios, then serving up only what matters to you and your stakeholders, so you can make smart decisions quickly and iteratively.

- *Present your executives with a clear and concise analytic that summarizes options with a recommendation*

- *Illustrate the consequences of options such as comparing increasing your capacity in FTEs vs. outsourcing*

- *Show costs and key metrics such as ROI for the various recommendations and investment trade-off decisions*

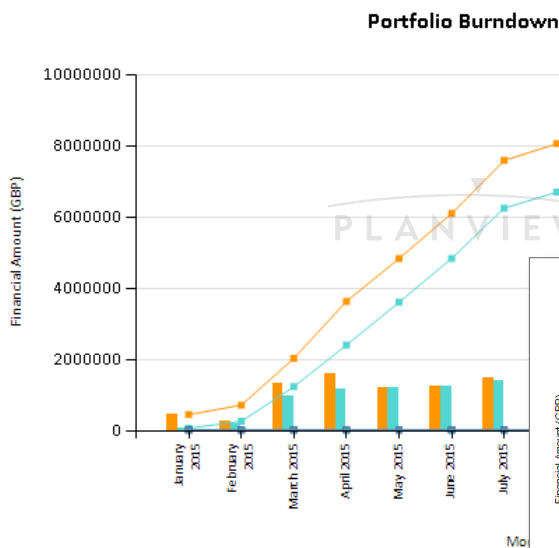**Inform your stakeholders consistently, confidently, and often**

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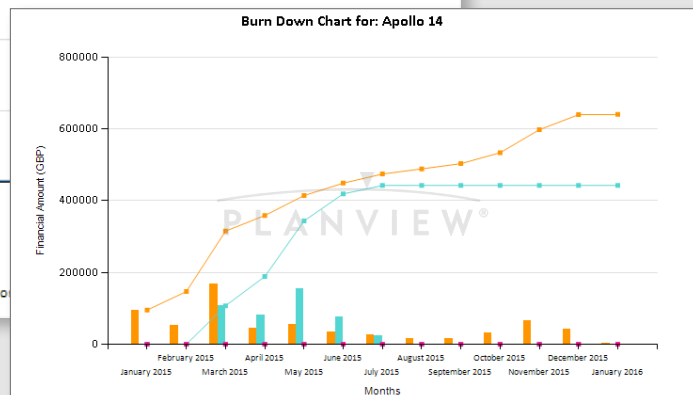
## Report #2: Financial Planning

Use financial burndown charts for your whole portfolio and for each project without losing sight of the big picture.



*Spot opportunities to divert funds from poorly performing investments more quickly*

Spreadsheets are great – until you have to pull them together to present a cohesive investment forecast to the CIO. Then the pain sets in. They don't have real-time actuals or forecasts, so they will probably be outdated by the time you do get them all consolidated anyway. After all your effort, the CIO will likely be using and making decisions on old data.

Planview Enterprise links operational and financial planning, reduces planning cycles, cuts complexity – and frees you from the tyranny of spreadsheet deduping– to give you the fast and accurate insight you need.
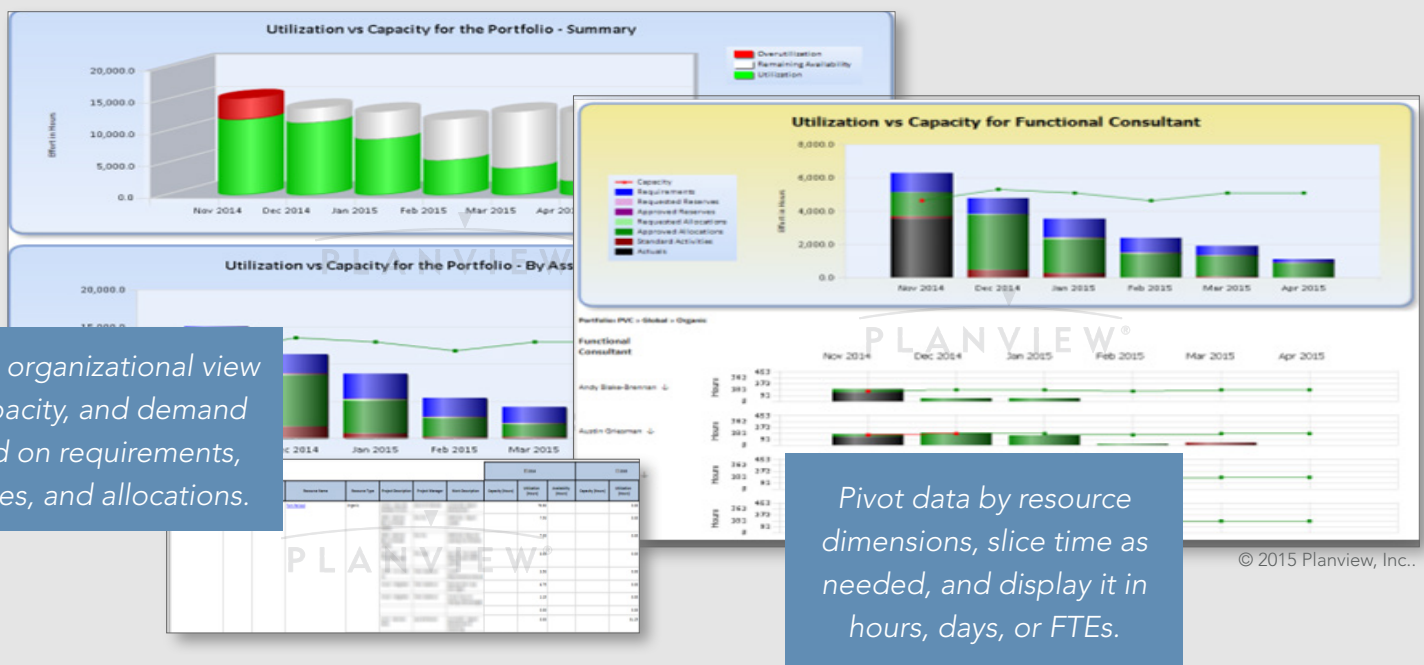
- *Track and trend your investment forecasts over time, against budget, a monthly process, or through a gating process*

- *Understand and demonstrate easily to management the accuracy of your forecasts*

- *Identify high-performing investments that are performing well and creating opportunities or performing poorly and impacting the portfolio*

## Report #3: Resource Capacity and Demand

Clearly understand overall resource capacity against demand. See the data by various dimensions, slice the time and display it as you and your management team need.



*Get an organizational view of capacity, and demand based on requirements, reserves, and allocations.*

*Pivot data by resource dimensions, slice time as needed, and display it in hours, days, or FTEs.*

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Understanding the balance between resource capacity and demand is a challenge for many PMOs. They know that resources are poorly utilized, but without insight into upcoming requests, staffing decisions can devolve into educated guesswork.

Planview Enterprise gives you clarity into both capacity and the demand pipeline. Assess short-, medium-, and long-term resource planning across role-based, soft-, and hard- booked resource assignments. This helps get the right people to the right work at the right time.

- *Know you have alignment of supply to demand, for predictability of project delivery*

- *Easily identify over- and under-utilized teams and make adjustments quickly*

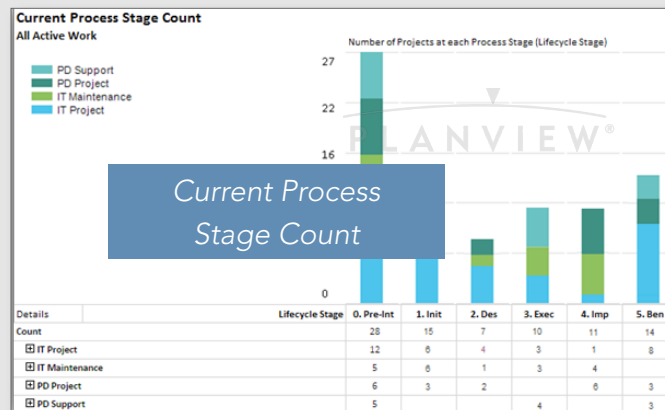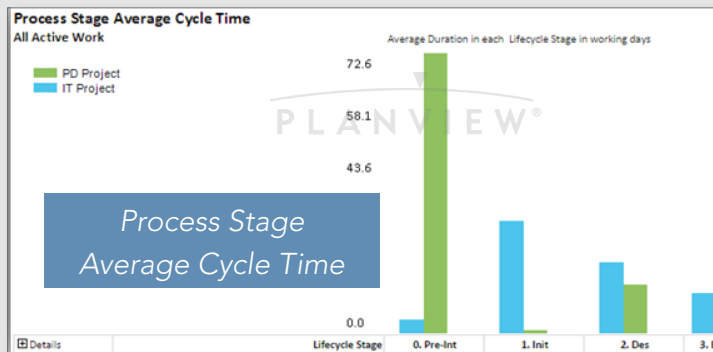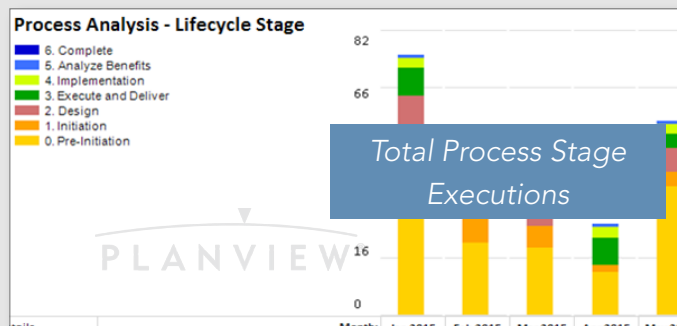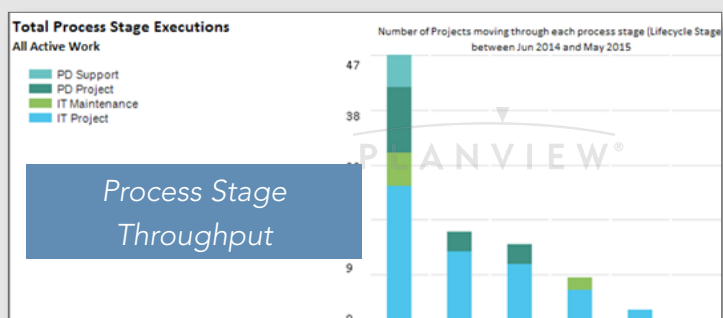- *Optimize your entire portfolio based upon forecast demand*

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## Report #4: Process Analysis

Show your true value by improving project repeatability and delivery. Analyze throughput, volume, and cycle time to see trends and optimize progress.

IT departments often struggle to deliver on time and on budget – blame it on scope creep or poorly defined goals, this is an all-too-real challenge for all-too-many organizations. It's a major reason IT PMOs are created.

Planview delivers best practices that help you define your governance processes. Confirm that the right work is being committed to in the first place, then ensure an efficient flow throughout the work.

- *Monitor cycle times and project volume through gates and stages for improved delivery*

- *Track project performance – throughput, volume, cycle times – throughout the project lifecycle*

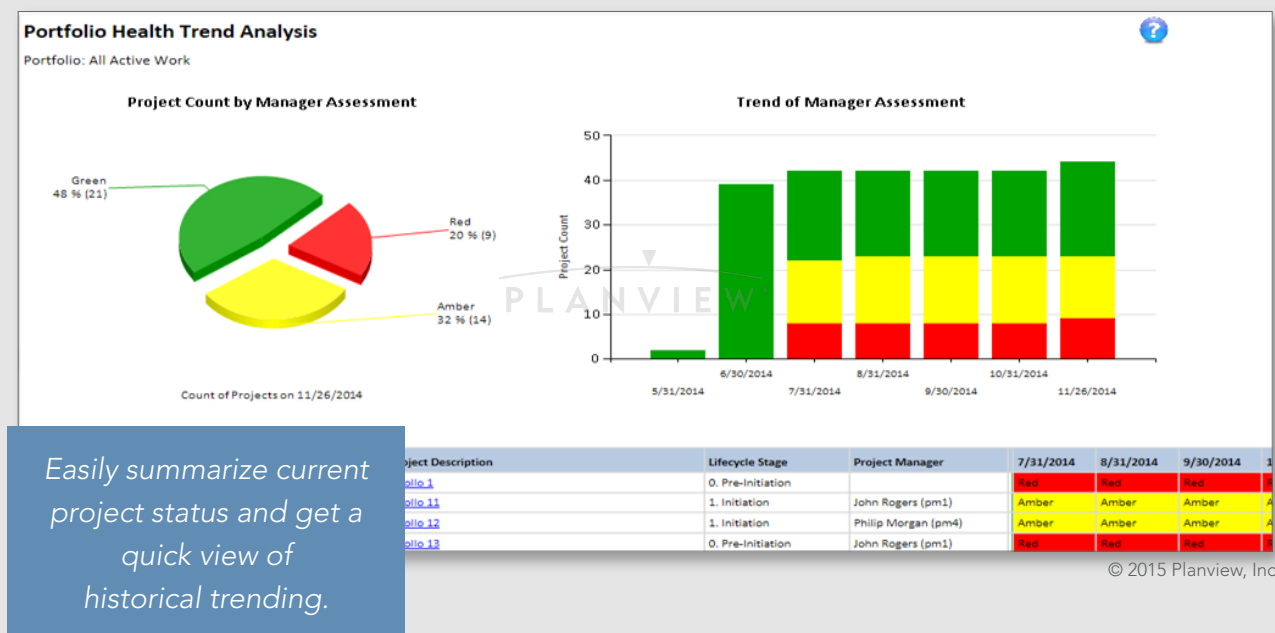- *Optimize the project lifecycle process with real-time data across all projects*

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## Report #5: Monitoring Project Health

At a glance, see how a project is doing – its current condition, and how this project has trended historically – so you can make the best decision quickly.



*Easily summarize current project status and get a quick view of historical trending.*

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The bigger the organization, the bigger the project portfolio. It can be hard to monitor the health of these sprawling portfolios – especially when the CIO wants a quick and concise (yet comprehensive) answer to *"So, how are we doing?"*

With Planview Enterprise, you can answer quickly and confidently. Take advantage of trending metrics that let you quickly review and communicate the project and portfolio status. Pinpoint issues and isolate action items before they become roadblocks.

- *Identify potential problems early and take appropriate action to prevent project failure*

- *Make informed decisions based on historical project performance*

- *Focus on low-performing projects to improve the overall health of the portfolio*

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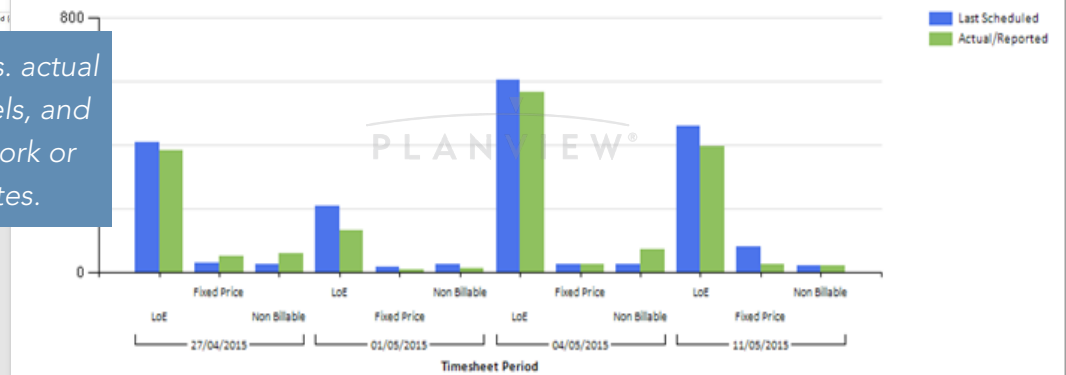## Report #6: Plan vs. Actuals

Quickly spot and remediate problem areas in a project or portfolio by analyzing the difference between planned resource demand and actual reported time.



*Visualizes planned vs. actual effort at various levels, and easily analyze by work or resource attributes.*

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The true worth of your PMO shines when you can show how closely estimates map to the actuals on an ongoing basis. You can easily understand how interruptions and unplanned work are limiting your ability to deliver on high-priority, strategic work.

Planview Enterprise can help you mitigate the effect of disruptions, with analytics that enable you to assess their impact and act proactively.

• *Monitor weekly history to quickly identify and act on deltas between the plan and work being performed*

• *Re-estimate work based on better knowledge of planned vs. actual work*

• *Identify when short-term needs are being prioritized above higher priority, long-term goals*

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## Your IT PMO delivers real value every single day.

Now is the time to show your stakeholders just how much. Doing so shouldn't be challenging.

Planview Enterprise gives you the analytics you need and streamlines the process. This makes it easy for you to report often on IT PMO successes, and makes enables you to consistently and with confidence show management your true value.

## Let us show you how much Planview Enterprise® has to offer.

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[1] Esi-intl.co.uk. PMO Survey Report 2015 - Executive Summary. Retrieved 20 October 2015, from http://www.esi-intl.co.uk/resource_centre/white_papers/progman/pmo-2015-executive-summary.asp

[2] Rochester, N. The Global State of the PMO 2015. PM Blog. Retrieved 20 October 2015, from http://www.esi-intl.co.uk/blogs/pmoperspectives/index.php/the-global-state-of-the-pmo-2015/

[3] PM Solutions, The State of the Project Management Office 2014. Retrieved 10 November 2015, from http://www.pmsolutions.com/reports/State_of_the_PMO_2014_Research_Report_FINAL.pdf

[4] Ibid.

[5] Project Management Institute, The Pulse of the Profession 2015. Retrieved 10 November 2015, from https://www.pmi.org/~/media/PDF/learning/pulse-of-the-profession-2015.ashx

[6] PM Solutions, The State of the Project Management Office 2014. Retrieved 10 November 2015, from http://www.pmsolutions.com/reports/State_of_the_PMO_2014_Research_Report_FINAL.pdf

[7] Esi-intl.co.uk. PMO Survey Report 2015 - Executive Summary. Retrieved 20 October 2015, from http://www.esi-intl.co.uk/resource_centre/white_papers/progman/pmo-2015-executive-summary.asp

[8] Project Management Institute, The Pulse of the Profession 2015. Retrieved 10 November 2015, from https://www.pmi.org/~/media/PDF/learning/pulse-of-the-profession-2015.ashx

[9] PM Solutions, The State of the Project Management Office 2014. Retrieved 10 November 2015, from http://www.pmsolutions.com/reports/State_of_the_PMO_2014_Research_Report_FINAL.pdf

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