**[](https://www.smartsheet.com/try-it?trp=11223&utm_source=integrated+content&utm_campaign=/content/pmo-templates&utm_medium=PMO+Standard+Operating+Procedure+(SOP)+doc+11223&lpa=PMO+Standard+Operating+Procedure+(SOP)+doc+11223&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

**PMO STANDARD   
OPERATING   
PROCEDURE   
(SOP) TEMPLATE**

PMO Standard Operating Procedure

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

# VERSION HISTORY

| VERSION NO. |  | CURRENT VERSION DATE |  |
| --- | --- | --- | --- |
| **EFFECTIVE DATE** |  | **EXPIRATION DATE** |  |
| **RESPONSIBLE PERSON** |  | **SIGNATURE** |  |
| **WRITER** |  | **APPROVAL** |  |

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# REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

|  |
| --- |
|  |

# PURPOSE

|  |
| --- |
|  |

# SCOPE

|  |
| --- |
|  |

# TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

|  |  |
| --- | --- |
| **TERM** | **DEFINITION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# RESPONSIBILITIES AND EXPECTATIONS OF THE PMO

|  |
| --- |
|  |

# PROJECT MANAGER STRUCTURE

|  |  |
| --- | --- |
| PROJECT COORDINATOR |  |
| SENIOR PROJECT MANAGER |  |
| PROJECT MANAGER |  |
| OTHER |  |

# MEETING STRUCTURE BY TYPE

## STATUS MEETING

|  |  |
| --- | --- |
| MEETING PURPOSE AND FREQUENCY |  |
| MEETING PREPARATION PROCEDURES |  |
| MEETING FORMAT |  |
| POST-MEETING ACTIVITY |  |
| OTHER |  |

## 

## PROJECT TEAM MEETING

|  |  |
| --- | --- |
| MEETING PURPOSE AND FREQUENCY |  |
| MEETING PREPARATION PROCEDURES |  |
| MEETING FORMAT |  |
| POST-MEETING ACTIVITY |  |
| OTHER |  |

## STAKEHOLDER ENGAGEMENT MEETING

|  |  |
| --- | --- |
| MEETING PURPOSE AND FREQUENCY |  |
| MEETING PREPARATION PROCEDURES |  |
| MEETING FORMAT |  |
| POST-MEETING ACTIVITY |  |
| OTHER |  |

# PMO SUPPORT MODEL

|  |
| --- |
|  |

# PMO SUPPORT LEVELS

|  |  |
| --- | --- |
| SMALL PROJECTS |  |
| MEDIUM PROJECTS |  |
| LARGE PROJECTS |  |

# PMO TOOLS AND INFORMATION SYSTEMS

|  |  |  |  |
| --- | --- | --- | --- |
| **TOOL NAME** | **DESCRIPTION** | **MAINTENANCE** | **OWNER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PROJECT REQUIREMENTS BY PHASE

## PHASE ONE: INITIATION

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **OWNER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## PHASE TWO: PLANNING

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **OWNER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## PHASE THREE: EXECUTION

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **OWNER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## PHASE FOUR: PERFORMANCE & CONTROL

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **OWNER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## PHASE FIVE: PROJECT CLOSE

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **OWNER** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# TRAINING AND DEVELOPMENT

|  |
| --- |
|  |

# SCOPE CHANGE MANAGEMENT

|  |
| --- |
|  |

# PROJECT SCHEDULING

|  |
| --- |
|  |

# CAPACITY PLANNING

|  |
| --- |
|  |

# REPORTING

|  |
| --- |
|  |

# DOCUMENTATION

|  |
| --- |
|  |

# COMMUNICATION MANAGEMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **PURPOSE** | **AUDIENCE** | **MEDIUM** | **FREQUENCY** |
|  |  |  |  |  |
|  |  |  |  |  |
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# BREAKDOWN OF HOURS FOR KEY PMO ACTIVITIES

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **DESCRIPTION** | **HOURS** | **FREQUENCY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

# SIGNATURES

Obtain signatures from project managers to confirm that they have read and understood procedures.

|  |  |  |
| --- | --- | --- |
| **STAFF MEMBER NAME** | **SIGNATURE** | **DATE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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| --- |
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