

Outsourced Corporate Programme Office

The outsourced programme office is a scaleable, quality programme office service that delivers your specific service level requirements at a fixed monthly fee. The deliverables will be defined and Provek will ensure that the programme office will consistently deliver your needs, including improved management decision support. The outsourced service can be delivered through a dedicated on-site team or with an on – site team supported by Provek’s off-site programme office. A typical outsourced CPO will include: a core service consisting of the CPO manager, and the provision of the following roles, risks/ issues/changes, document and configuration management, reporting and communications. The additional service options can also be implemented to enable a full corporate programme office. These can be phased in as required to enable the additional performance benefits;

- Programme governance
- Quality assurance
- Knowledge management
- Contract/benefits management
- HR and resource management
- Programme and project management
- Capability development and training
- Mentoring and coaching

What we do

To provide this service, Provek will typically undertake the following approach:

Design & Preparation

- An initial meeting will define and agree the terms of reference and the scope of the required service.
- The role and responsibilities will be agreed.
- Any current operation together with relevant processes will be reviewed.

Service Delivery

- Provek team briefing at Provek’s facilities to ensure the team is ready to meet the service needs.
- The introduction of the team to all sponsors.
- The relevant processes for each area of the service will then be developed.
- A workload management process will be established and the service will commence.

Benefits of the Outsourced Programme Service

- Reduced risk – Provek’s record of successful delivery of programme office dramatically reduces the risk in PO establishment.
- Rapid implementation – Provek’s experience and accreditation in programme and project management coupled with its developed IPR enables delivery in weeks rather than months.
- Flexible and scaleable delivery – Provek can respond rapidly to changing customer needs.
- No HR overhead – the solution removes HR costs as Provek manages all recruitment, development and supervision of the team.
- Cost effective solution – this fixed price
- A workload management process will be established and the service will commence.

How long will it take?

Design & preparation: 2 – 4 weeks
 Service delivery: 12 months renewable service or, if required, 6 months with transition to client team.

Price

Service specific.

