

PMO Administrative Services & Support

Helping you maintain your PMO processes and content assets

BOT International
Services Overview



PMO ezPASS

PMO ezPASS is a BOT International services program to help you maintain and administer the processes and content assets of your project office.

PMO Administrative Services & Support

PMO ezPASS makes it easier for PMOs to setup, maintain, and improve upon the content assets of the PMO. Such content assets exist in the form of processes and templates, policies and dashboards, and the integration of the PMO tools such as Project Portfolio Management (PPM) tools and collaboration platforms into the best practices and day-to-day fabric of the PMO.

PMO ezPASS provides BOT International resources as an extension of your PMO team that can help you with the administration of your PMO. Available on an as needed basis, PMO ezPASS resources can help you with:

- ◆ Periodic improvement of existing PMO processes, policies, and best practices
 - PLCs, SDLCs, Change Management
 - Program and Portfolio Management
- ◆ Process workflows, guidance, tools and techniques
- ◆ Template development and customization
- ◆ PMO Dashboarding
- ◆ Application integration
 - PPM - Project Server, ITG, Clarity, etc.
 - Collaboration - SharePoint, Lotus, etc.
- ◆ Periodic review with management to identify process and policy improvement areas
 - Leveraging training programs and materials
 - Incorporating subject matter expert knowledge
 - Applying lessons learned

Customer Driven

PMO ezPASS is customer driven. Based upon your requirements and directions, our specialists setup and maintain the content assets of your PMO for you.

Collaborative Teamwork

PMO ezPASS services are provided collaboratively and can be performed onsite or remotely using the BOT International customer support server or customer VPN.

Customer Testimonials:

"While we adhere to and value our PMO processes and policies for project management and application delivery, we don't have the resources or time to maintain and improve upon them. PMO ezPASS enables us to focus on project management and delivery while BOT, a valued member of our PMO team, handles the administrative side of maintaining our PMO processes, applying lessons learned suggestions, and incorporating new tools and techniques."

- PMO Manager, Fortune 1000 Firm

"Our team is always open to new ideas for doing things better, but we seldom have the follow through to document the details. As dedicated staff for PMO administration is not an affordable option or viable alternative for us, PMO ezPASS works very well in our environment."

- PMO Manager, Mid-sized Manufacturing Firm

"Our PMO processes have enabled us to improve how we manage projects, but we don't do as good of job of maintaining them as we do using them. PMO ezPASS allows us to assess our best practices, make process improvement decisions, and have the process administration details handled for us."

- PMO Manager, Software Development Firm

PMO ezPASS Pricing

Onsite Services Rates

\$2,000 per day plus travel expenses

Remote Services Rates

\$150 per hour

Level of Effort

For a level of effort quote, contact BOT International

BOT International helps you build, operate, and transfer PMO-related knowledge, capabilities, and outcomes throughout your organization.

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