

# 90-Day Value Proof Sprint™ Planner

Chapter 6 Action Tool · Step 4: Plan PMO Value Delivery · RUN PMO Consulting™

**HOW TO USE THIS TOOL** Complete one section per phase. Fill in owner names before the sprint begins — not after. Every deliverable must have a named owner. Every success signal must be agreed with your executive sponsor. This planner is not a status report. It is a commitment device.

## SECTION 1 — SPRINT OVERVIEW

<b>Sprint Start Date</b>	<b>Sprint End Date (Day 90)</b>	<b>Executive Sponsor</b>	<b>PMO Lead</b>
<b>Portfolio Slice Selected</b>	<b>Strategic Mandate / Priority Connected To</b>	<b>Primary Value Objective (What must shift in 90 days?)</b>	<b>Baseline Metric (Where are we today?)</b>

**PHASE**  
**01** Days 1–30

## Clarity Sprint

*Diagnose · Map · Baseline · Align*

KEY FOCUS AREAS	KEY DELIVERABLES	SUCCESS SIGNALS
<ul style="list-style-type: none"> <li>→ Map current PMO value output: what is delivered vs what leadership can see</li> <li>→ Identify the top 3 gaps between what leadership needs and what the PMO provides</li> <li>→ Assess executive confidence: trust signals, decision patterns, escalation frequency</li> <li>→ Understand portfolio health: which initiatives are on track vs masking delays</li> <li>→ Define the first MVP direction: what to deliver first to earn trust fast</li> </ul>	<ul style="list-style-type: none"> <li>✓ PMO value visibility map (1 page)</li> <li>✓ Top 3 executive trust gaps documented</li> <li>✓ Portfolio health snapshot produced</li> <li>✓ First MVP direction agreed with sponsor</li> <li>✓ Stakeholder appetite scan completed</li> <li>✓ Sprint dashboard launched</li> <li>✓ First Weekly EVP™ published (even if data is directional)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sponsor has received and commented on the first EVP™</b></li> <li>● <b>Top 3 trust gaps are named — not assumed</b></li> <li>● <b>You know which ONE decision your sponsor needs to make in the next 30 days</b></li> <li>● <b>Portfolio baseline is documented and dated</b></li> <li>● <b>Sponsor has agreed the metrics before measurement begins</b></li> </ul>

→ Complete first sponsor one-to-one: listen before you report	✓ Baseline metrics set for all 3 services	
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<b>Sprint Owner</b>	<b>Key Stakeholders to Brief</b>	<b>Phase Sign-Off (Sponsor Signature)</b>
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**PHASE 02** Days 31–60 *Design · Build · Measure · Show Movement*

# Trust Accelerator

KEY FOCUS AREAS	KEY DELIVERABLES	SUCCESS SIGNALS
<ul style="list-style-type: none"> <li>→ Add services 2 and 3 — ONLY after service 1 has one evidenced output</li> <li>→ Run first portfolio prioritisation session: present scored output to leadership</li> <li>→ Build outcome-driven executive visibility: decision-grade dashboards, not activity reports</li> <li>→ Establish governance model: lightweight, executive-friendly, accountability-clear</li> <li>→ Design portfolio prioritisation logic: what gets funded, paused, or stopped</li> <li>→ Publish first monthly value snapshot: one page, value since Day 1</li> </ul>	<ul style="list-style-type: none"> <li>✓ First portfolio prioritisation output delivered to Portfolio Board</li> <li>✓ Executive dashboard blueprint live</li> <li>✓ Service model operational for services 2 and 3</li> <li>✓ Governance model in use — first board meeting with PMO intelligence</li> <li>✓ Monthly Value Snapshot published (one page: value since Day 1)</li> <li>✓ Benefits realisation tracking active (even directional)</li> <li>✓ Weekly EVP™ rhythm established and running</li> <li>✓ First early win candidate identified and evidenced</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sponsor shares EVP™ with a peer — unprompted</b></li> <li>● <b>One portfolio decision is directly informed by PMO intelligence</b></li> <li>● <b>PMO output is referenced in at least one governance meeting</b></li> <li>● <b>Benefits realisation gap has been quantified</b></li> <li>● <b>At least one early win candidate has a baseline, a target, and an evidence source</b></li> </ul>

<b>Sprint Owner</b>	<b>Key Stakeholders to Brief</b>	<b>Phase Sign-Off (Sponsor Signature)</b>
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KEY FOCUS AREAS	KEY DELIVERABLES	SUCCESS SIGNALS
<ul style="list-style-type: none"> <li>→ Present 2–3 measurable early wins to sponsor in executive language (with evidence)</li> <li>→ Activate PMO Scorecard™: publish and review with governance board</li> <li>→ Deliver Day 90 Impact Report: value movement, decisions accelerated, risks mitigated</li> <li>→ Secure sponsor endorsement for the 12-month roadmap</li> <li>→ Build the momentum flywheel: early wins → trust → budget → scaling</li> <li>→ Establish the scale plan: what to expand, optimise, and add next</li> </ul>	<ul style="list-style-type: none"> <li>✓ 2–3 measurable early wins delivered and documented</li> <li>✓ PMO Scorecard™ live and reviewed with governance board</li> <li>✓ Day 90 Impact Report presented at formal sponsor meeting</li> <li>✓ 12-month roadmap drafted and ready for sponsor approval</li> <li>✓ Early Wins Tracker completed (all 6 fields per win)</li> <li>✓ Sponsor endorsement on record</li> <li>✓ Scale plan agreed: what expands in Q2</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Sponsor uses the word "value" when describing the PMO to a peer — unprompted</b></li> <li>● <b>12-month roadmap is approved and team resource is confirmed</b></li> <li>● <b>PMO is cited in board or senior leadership minutes as a source of intelligence</b></li> <li>● <b>At least one organisational decision in the last 30 days was directly enabled by PMO data</b></li> <li>● <b>PMO moves from provisional to permanent</b></li> </ul>

<b>Sprint Owner</b>	<b>Key Stakeholders to Brief</b>	<b>Phase Sign-Off (Sponsor Signature)</b>
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## SECTION 2 — MEASUREMENT CADENCE

**Rule:** Every cadence item must have a named owner and a named recipient before the sprint begins. If it does not have an owner, it will not happen.

Cadence	What Is Produced	Who Produces It	Who Receives It	The Test
<b>WEEKLY</b>	Executive Value Page™ (EVP™) One page · Four elements: Value baseline vs current · Trend · Top risk · Decision ask	[PMO Lead]	[Executive Sponsor] [Portfolio Governance Chair]	<i>"Is my sponsor making a decision from this page?" If no — redesign it.</i>

<b>FORTNIGHTLY</b>	Sprint Review Update Progress against sprint objective · Proof point status · Blockers requiring sponsor input · Next sprint preview	[Sprint Owner]	[Executive Sponsor] [Key Stakeholders]	<i>"Can the sponsor see one visible output from the last two weeks?"</i>
<b>MONTHLY</b>	Value Snapshot One page: value movement since Day 1 · Benefits realised · Decisions made · Risks mitigated · Early win narrative	[PMO Lead]	[Sponsor] [Portfolio Board]	<i>"Does this page tell the value story from baseline to today in under 2 minutes?"</i>
<b>QUARTERLY</b>	PMO Scorecard™ + Day 90 Impact Report Five dimensions: Delivery Health · Value Realisation · Portfolio Alignment · Stakeholder Confidence · Capability Maturity	[PMO Director]	[Executive Sponsor] [Board / C-Suite]	<i>"Is the PMO cited in governance minutes as a source of business intelligence?"</i>
<b>ONGOING</b>	Decision Tracker Every decision request made to sponsor: named decision · named owner · proposed date · outcome	[EVP™ Author]	[Sponsor] [PMO Record]	<i>"Every decision the PMO needed in the last 30 days — was it made on time?"</i>

### SECTION 3 — EARLY WINS IDENTIFICATION

#### THE FLYWHEEL PRINCIPLE™

*Early wins earn trust · Trust earns budget · Budget enables scaling · Scaling produces more wins*

**An early win is not an activity completed.** It is a business outcome produced — one that your sponsor can point to, reference in their own leadership conversations, and use as evidence that the PMO investment is returning value.

FIELD	EARLY WIN 1	EARLY WIN 2	EARLY WIN 3
<b>WIN TITLE / INITIATIVE</b> <i>What initiative or portfolio slice is this win linked to?</i>			

<b>BASELINE</b> <i>Where was the metric BEFORE the PMO intervened? Specific · Dated · Sourced.</i>			
<b>TARGET (Committed to Sponsor)</b> <i>The number you committed to move this metric to by Day 90.</i>			
<b>ACHIEVED</b> <i>Where the metric actually moved to. If exceeded — show the delta. If missed — show trajectory.</i>			
<b>EVIDENCE</b> <i>Source confirming the result: governance minute · signed report · dashboard screenshot · sponsor statement.</i>			
<b>NARRATIVE HEADLINE</b> <i>One sentence in sponsor language. Not "PMO completed the model" — but "PMO intelligence enabled the Board to stop two projects, freeing AED X."</i>			
<b>NEXT SCALING MOVE</b> <i>What does success here look like at Month 6? At Month 12? Name it now.</i>			

## SECTION 4 — DAY 90 CHECKPOINT

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CHECKPOINT ITEM	YOUR EVIDENCE / NOTES
<b>Value Movement</b>	<i>Primary value metric movement since baseline — the story from X to Y with financial implication.</i>
<b>Decisions Accelerated</b>	<i>List every decision the PMO intelligence enabled or accelerated. Named decision · Named date · Named owner.</i>
<b>Risks Identified and Mitigated</b>	<i>Every risk surfaced by PMO intelligence before it became a crisis. What was the potential financial exposure?</i>

<b>Executive Confidence Shift</b>	<i>How has the sponsor's perception of the PMO changed? What evidence supports this? (Meeting references, EVP responses, unprompted shares)</i>
<b>12-Month Roadmap: Ready for Approval?</b>	<input type="checkbox"/> Yes — roadmap is complete, capacity-confirmed, and decision points are named. <input type="checkbox"/> Not yet — gaps to close: _____
<b>Sponsor Sign-Off</b>	Sponsor name: _____ Date: _____ Signature: _____ _____

### WHAT COMES NEXT

*The Day 90 Impact Report earns one specific conversation: approval of the 12-Month Value Acceleration Roadmap™. Present it at a formal sponsor meeting. Secure the endorsement. Then move to Chapter 7 — Step 5: Launch, Adapt, and Scale.*

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