

Chapter 7 Action Tool

PMO™ Launch Readiness Checklist & Evolution Tracker

PMO-MVM™ · Step 5: Launch, Adapt & Scale · RUN PMO Consulting™

This tool supports Chapter 7 of From Cost Centre to Value Engine. Use it as your operational companion during the 90-Day Value Proof Sprint™ and beyond. Complete Section A before going live. Update Section B as wins occur. Review Section C quarterly.

Section A · PMO™ Launch Readiness Checklist

Complete this checklist before activating the redesigned PMO. Do not launch until all critical conditions are confirmed. Every 'No' is a risk to your first 30 days.

#	Launch Condition	Ready?	Owner	Notes
01	Executive sponsor is briefed, committed, and visibly supportive to the team	Yes / No		
02	PMO Purpose Statement is written, approved by the sponsor, and communicated	Yes / No		
03	PMO Value Proposition has been shared with at least three key stakeholders	Yes / No		
04	First Weekly EVP™ (Executive Value Page) is drafted and ready to publish	Yes / No		
05	Early Win #1 is identified, planned, baselined, and has a named owner	Yes / No		
06	PMO Scorecard™ baselines are established across all five dimensions	Yes / No		
07	Governance model changes have been communicated to affected teams	Yes / No		
08	Measurement cadence is confirmed, calendared, and agreed with sponsor	Yes / No		
09	Communication rhythm (weekly EVP™, fortnightly check-in) is in the sponsor's diary	Yes / No		
010	The team understands what is changing, why it is changing, and what is expected of them	Yes / No		

Launch Decision Rule · 10/10 conditions green: Launch with confidence. 8–9/10 green: Launch with a mitigation plan for outstanding items. **7 or fewer green: Do not launch — address gaps first.**

Section B · PMO™ Win Tracker

Capture every win as it occurs — not at the end of the sprint. Date it, quantify it, name who benefited, and record the leadership response. These entries become your mandate renewal evidence.

“An early win without a baseline is an anecdote. With a baseline — it is a proof point.”

Document wins as they occur. Do not reconstruct from memory. The evidence trail is your mandate.

Date	Win Description	Business Value	Who Benefited	Leadership Response	Next Scaling Move
dd/mm/yy	One sentence — business outcome language, not PMO activity language.	Quantify: time saved, cost avoided, decision accelerated, risk mitigated.	Sponsor / ExCo / Programme team / Portfolio.	What did the sponsor say or do as a result?	What will this enable at Month 6 or Month 12?

Section C · PMO™ Evolution Plan

Map your trajectory from Establishing to Authority. Review quarterly. Advance a stage only when the trigger conditions are fully met — not on the basis of time elapsed alone.

Stage	Timeline	What the PMO Looks Like	Executive Relationship	Trigger for Next Stage	Status
Stage 1 <i>Establishing</i>	Months 1–3	Producing the first Weekly EVP™. Delivering early wins. Building stakeholder trust from scratch. One to two services operating. Baselines established.	Sponsor is supportive but watching closely. Trust is being extended on goodwill, not yet on evidence.	✓ Trigger: First PMO Scorecard™ presented to sponsor. First early win documented with evidence and communicated in executive language.	Not started / In progress / Achieved
Stage 2 <i>Credible</i>	Months 4–6	Embedded in the governance cycle. Portfolio decisions reference PMO data. Three or more scorecard dimensions showing improvement trend. Monthly value snapshot published.	Sponsor cites PMO intelligence to other leaders unprompted. ExCo begins asking the PMO for input before deciding.	✓ Trigger: ExCo initiates PMO involvement in at least one strategic decision. Day 90 Impact Report delivered and roadmap endorsed by sponsor.	Not started / In progress / Achieved
Stage 3 <i>Strategic</i>	Months 7–12	Portfolio prioritisation logic is PMO-anchored. Investment decisions route through the PMO framework. Value leakage reduced measurably. AI-enabled reporting in use.	PMO is referenced as a strategic partner, not a support function. PMO Director is present at ExCo-level portfolio conversations.	✓ Trigger: Annual PMO Value Report delivered. Sponsor proactively renews the PMO mandate. Portfolio investment decisions are PMO-led.	Not started / In progress / Achieved
Stage 4 <i>Authority</i>	Year 2+	PMO leads strategic investment conversations. PMO Co-Pilot™ and Portfolio Intelligence Model™ fully embedded. Capability is institutionalised across the organisation.	PMO Director holds a permanent seat at the strategic table. Leadership initiates PMO involvement — it is never pushed in. PMO is the governance backbone of the organisation.	✓ Trigger: Leadership cannot conduct a strategic planning session without PMO intelligence. PMO mandate is embedded in the organisation's operating model.	Not started / In progress / Achieved

PMO™ Operating Rhythm · The Flywheel Never Stops

WEEKLY	MONTHLY	QUARTERLY	ANNUALLY
<ul style="list-style-type: none"> • Weekly EVP™ every Monday • Early Wins Tracker update • Sprint fortnightly check-in 	<ul style="list-style-type: none"> • Portfolio health review • Monthly value snapshot • Sponsor one-to-one • PMO Scorecard™ update 	<ul style="list-style-type: none"> • Lessons to backlog (48 hrs post-sprint) • Quarterly Recommendation Pack • Evolution Roadmap review 	<ul style="list-style-type: none"> • PMO Value Report • Maturity assessment • Sponsor mandate review & renewal

“The seat is offered once. The leader who is ready when it is offered keeps it permanently.”

Ahmed Jadelrab · Founder, RUN PMO Consulting™