



Program Management

Program Management Office Setup and Operation Services

Our Program Management Office Implementations and Operations Solution is based on our extensive experience in delivering large, complex IT and Business Transformation programs, and setting up and running enterprise-wide and department-wide program offices for clients

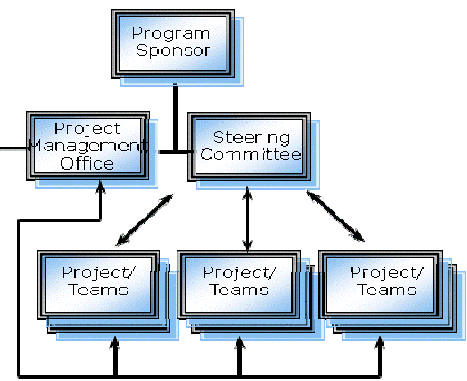
- Establishment of governance principles of the program
- Set-up of a risk and quality management
- Determine methodology and documentation templates
- Design tools that will be used throughout the program.
- Design a time and cost tracking of the program.
- Conduct macro planning

Our approach

Our approach to program management was developed using VTT’s collective experience based on Project Management Institute (PMI) Framework, the leading industry association. Our methodology incorporates VTT practitioner’s delivery experience into a single integrated approach. Our PMO setup includes:

“Leveraging Program Management Solutions to keep Projects on Track”

The Program Management Office (PMO) is the central body used to integrate, drive, and coordinate the individual components of a specific project into a cohesive work. It is also the center for assembling, tracking, and distributing key project information. Its purpose is to bring value by guiding teams, challenging plans and results, and identifying issues, gaps, and leverage points across the project.



Our Solution Details

Collaboration and Coordination

Coordinate and facilitate the process of Project Planning, execution, monitoring and evaluation, PMO acts as liaison between all stakeholders.

Knowledge Management

Manage the intellectual property and other assets that are produced in the course of Economic Growth program.

Communication Management

Devise and implement communication management strategies. Appropriate and timely dissemination of all valuable information for completion of communication loop

Organizational Change Management

Address the concerns of the extended stakeholder community, driving ongoing stakeholder alignment with project objectives and readying the organization to execute effectively with the new tools and processes.

Risk Management

Assess all anticipated risks, formulate mitigation strategies and contingency plans, and document risks excluding technical aspects of the engagement.

Quality Management

Focuses on making sure that the project meets the customers' expectations by creating standards for products to be produced and verifying that those standards have been met and the customers' requirements have been fulfilled.

Processes and Workflows

Define the auditable and controlled processes and define the workflows for the smooth functioning of PMO.

Administrative & coordination support

Provide logistic and administrative support for the, inspections, seminars, VIP visits, surveys, meetings and mobilization of resources.

Helping our clients get sustainable, measurable results

Voice Tel Tech (VTT), established in 1992, is an international organization of strategy and management consultants who serve clients in business and government. VTT members adhere to strict professional standards and a rigorous code of ethics. VTT is dedicated to improving the competence of its members so that they may serve clients with reliability, integrity and the highest level of professionalism. VTT has established a set of operating frameworks and flexible methodologies which help us solve pressing challenges for our clients. Through our collaborative and flexible approach, we help our clients get practical, sustainable, measurable results, make the right strategic decisions and implement the right solutions. We are VTT, strategy & management consultants. To learn more, contact us, or visit our Web site at www.voiceteltech.com

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