	OFFICE OF MARINE AND AVIATION OPERATIONS	POLICY 0108	VERSION 1.0
		EFFECTIVE DATE April 6, 2011	
	AUTHORIZED BY: RADM Jonathan W. Bailey, NOAA Director, Office of Marine and Aviation Operations	REVIEW DATE April 6, 2014	
		RESPONSIBLE POSITION OMAO Deputy Director	

PROJECT MANAGEMENT OFFICE

1. PURPOSE

1.1 This policy establishes the Project Management Office (PMO) as the Office of Marine and Aviation Operations (OMAO) responsible organizational element for formulation, integration, and promulgation of project/program management principles, best practices, and guidance across OMAO.

2. SCOPE

2.1 All Project and Program Managers across OMAO will be accountable for following PMO guidance and appropriate direction when executing their assigned project and/or program management duties.

3. POLICY

3.1 The PMO shall be the source for comprehensive definition, design, implementation and oversight of project/program management standards, concepts methodology and terminology. PMO functions will be implemented in phases in accordance with OMAO leadership decisions.

3.2 OMAO Project/Program Managers will receive PMO guidance, appropriate direction, and mentoring (scoped to available PMO resources) to attain excellence and success in conducting their assigned projects/programs.

3.3 A Project/Program Manual shall be published and revised by the PMO to guide OMAO Project/Program Managers in executing their duties and responsibilities.

3.4 The PMO will not be assigned Project/Program Managers but shall facilitate the development and evolution of the OMAO workforce's management expertise.

3.5 Changes to policy shall be approved by the OMAO Executive Leadership Council (ELC) and posted on the PMO website.

4. GUIDANCE

4.1 The ELC approved OMAO Project/Program Management Manual (PM Manual) shall contain the PMO guidance required for implementation by all OMAO Project/Program Managers.

4.2 The PMO website *Inside.OMAO* further serves to expand the information required to properly execute project/ program management within OMAO.

5. RESPONSIBILITIES

5.1 The PMO shall be responsible for updating policy on Project/Program Management across OMAO. Other responsibilities include, but are not limited to, mentoring, training, policy, templates, tools, and governance.

6. DEFINITIONS

Executive Leadership Council	The ELC is composed of OMAO executives and serves as a strategic focus group for the OMAO Director. This deliberative body discusses relevant external and internal issues of significance affecting the organization to provide the best advice and common direction.
Project	A project is a temporary undertaking to creat a unique product or service. The project has a defined start and end point and specific objectives that, when attained, signify completion.
Program	Group of related projects managed in a coordinated way to obtain benefits not available from managing projects individually; may include an element of ongoing activities or tasks that are not within the scope of the individual projects but that contribute to the program's intended benefits.

7. REFERENCES

No references associated with this policy.

8. AUTHORITY

Department of Commerce Organization Order (DOO) 25-5
http://www.osec.doc.gov/omo/dmp/doos/doo25_5.html

9. NOTES

Effect on other documents: None.

Distribution: OMAO

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