

# PMO Competence Center



## Plan and Execute your Projects without the Overhead of Project Staffing

### OUR COMPANY

Wizlynx group is a global IT company headquartered in Switzerland, currently employing about 140 highly skilled IT associates globally and serving more than 100 customers.

### VISION

Our vision is to be a best-in-class global IT company, enabling customers to focus on their core business by providing innovative, high quality, value-added professional services.

### HERE'S WHAT YOU CAN EXPECT

Wizlynx has built a **solid foundation of project management know-how** through people – people known for their ability to apply the right soft skills, at the right time. We make it our business to understand the unique infrastructure, needs and challenges of our customers. And we believe this level of understanding can only be achieved with the most capable and experienced of resources. But don't take our word for it. Through our interactive Competence Center, you can reach out to our associates any time, and draw upon their knowledge of processes, procedures, guidelines and tools. You'll be able to see – firsthand – the immeasurable value our team can bring to your organization.

- Minimal overhead to generate the best possible value or return
- SOX, GxP & ITIL trained workforce ready to serve in regulated industry sectors
- Extensive experience in pharmaceutical, IT, telecom, banking, nutrition and insurance industries, and in managing multimillion-dollar global technology and business projects
- Expertise in project management methodologies, frameworks and models (e.g. PMBOK, PRINCE2, COBIT, RUP, CMMI, Agile, Waterfall) enabling us to quickly adapt to your existing internal methods and processes
- Global experience, 100+ customers in Asia, Europe, Latin America and the United States of America
- Extensive knowledge of IT requirements to meet emerging growth market demands

### WHAT WE CAN DO FOR YOU

- Global IT Project Management Competence Center at a competitive price
- Easy to apply frame agreements supporting efficient global and local execution
- Novel solutions for unusual projects which require leading-edge technologies
- A catalogue of project management services available on-demand
- "PMO as a Service" – a smart outsourcing model for your PMO



wizlynx group

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## “PMO AS A SERVICE”

- Do you plan to establish a PMO or revamp your PMO?
- Do you have issues in project governance or project success rate?
- Do you have challenges acquiring resources with the right skill set and expertise level in project management?
- Do you face unplanned budget reductions restricting internal hiring?
- Do management and customers submit critical project requests in your project portfolio requiring immediate or quick initiation?

**Wizlynx group offers a global, end-to-end set of project management services, competitively and flexibly customized to your enterprise needs.**

**Here is a sampling of our service catalogue:**

### **Project Initiation Service**

- Facilitation and assistance during all relevant pre-project process and compliance tasks, as well as assistance for staffing and cost estimation
- Facilitation of key customer interaction and kick-off activities

### **Project Document Management Service**

- Provision of PMO assets, including standard or customized, and secure project SharePoint team sites
- Facilitation of relevant document management activities such as naming, numbering and listing

### **Project Compliance & Audit Service**

- Support for quality management, project phase reviews and acceptance reports
- Execution of project audits/targeted deliverable audits

### **Management and Steering Committee Preparation Service**

- Support for management communication planning
- Guidance/Practice for Steering Committee meetings and presentation

### **Performance Management Service**

- Expectations management (including measurements/reports) with stakeholders
- Provision of performance management competence to projects

### **Project Closeout Service**

- Efficient support and facilitation of project close-out activities
- Ensure lessons learned tracking and post-project financial analysis

The logo for Wizlynx Group features the company name in a bold, lowercase sans-serif font. The word 'wizlynx' is in black, and 'group' is in a lighter grey. The letters are surrounded by a pattern of small red dots of varying sizes, creating a textured, digital effect.

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## BENEFITS

- Early identification of project issues, budget, scope and risks by achieving overall governance in project management
- Reduction of cycle time, delivery costs, project set-up time and elimination of inefficient projects and redundancies to achieve cost savings and avoidance
- Improved deliverable quality, meeting customer requirements and providing value
- Reuse/Leverage of knowledge (lessons learned/templates/methods)
- Improved accuracy of project estimates (cost, staffing, budget, value, criticality, local/global, etc.)
- Improved people and resource management with transparent cost visibility
- No bench resource cost and peak staffing cost, all services are based on service levels and unit priced

## OUR CORE COMPETENCIES

### **Project Methodologies**

Experienced in internal corporate, government and standardized project methodologies along with tools and processes

### **Certifications**

Competence Center members hold various certifications (e.g. CGEIT, PMP, Prince2, ITIL, CISA)

### **Enterprise Knowledge**

Strong experience in IT, telecom, banking, insurance, nutrition and pharmaceutical industries

### **Managing KPIs**

Customizable catalog of key performance indicators proven to provide critical management information

### **PMO Assets**

Framework of documents, processes and tools to support our PMO services

### **PMO Best Practices**

Repeatable best practices deployed as a baseline accompanied by a governed continuous improvement process

### **Training and Coaching**

Includes a customizable training and coaching program focused on project performance improvement globally and cross-culturally

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## IT PROJECT MANAGEMENT COMPETENCE CENTER

Investments in a PMO work management discipline can provide common planning and reporting processes and bring structure to evaluating, justifying, defining, planning, tracking and executing projects. It also encourages the resolution of conflicts caused by limited resources and other constraints. By taking advantage of our easy to deploy “PMO as a Service” model with no setup costs, you can avoid the investment and the unknown outcome within your organization.

Having worked extensively in a project management capacity in numerous mid-to-large corporations, the management team at Wizlynx fully understands the peaks and valleys in an organization that can drastically impact projects, budgets, resources and timelines. By providing an on-demand Competence Center of resources along with a catalogue of custom, project-related services for every project need, we help to minimize inherent risks while enabling you to deliver projects successfully, even during the most challenging of times.

Our unique Competence Center approach allows you to plan and execute your projects without the added concern and overhead that typically comes with project staffing. By contracting our PMO Competence Center, the right resources and services are guaranteed available when you need them!

We provide on-demand, qualified, trained resources who are highly flexible and quickly available for your project-related task at hand. No service request is too small or too large. Whether you require support to successfully start, manage and administer, or turn your entire project around, our Competence Center can deliver high-quality services in accordance with an agreed-upon frame contract and SLAs.

## PMO CATALOGUE HIGHLIGHTS

- Project initiation
- Project closeout
- Project management
- Project documentation
- Project compliance and audit
- Management and steering boards
- Performance management
- Experienced global project taskforce teams

We embrace end-to-end project management as a core business process and competency to manage and execute strategic business investments. As such, we give you all the “tools” you need to successfully deliver projects on time, with quality and within budget.

Consider the Wizlynx “PMO as a Service” model, and you’ll recognize you can successfully deliver projects more efficiently and effectively.

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