



QSO 680 Module Two Short Paper Guidelines and Rubric

Overview: A project management office (PMO) is designed to support project managers and project teams and can play a significant role in the success rates of projects. The PMO's goals are to improve project success, standardize processes, encourage teams to follow consistent methodology, improve the management of projects, and encourage effective communication. The PMO is a great resource for the project manager. Data suggest that when an organization has an effective PMO, there is a reduction in project cycle time and a decrease in project failure rate.

Prompt: Write a short paper describing the PMO's function in an organization where you are currently employed or have been employed in the past. If you do not have a PMO function in an organization you are familiar with, research an organization and respond to these questions based on your research.

Specifically, the following **critical elements** must be addressed:

- Describe the **function** of the PMO.
- What does the **PMO** do well?
- How does it **support** the project management function?
- What does it do to **enhance** project management in your organization?
- What **skill sets** do the PMO team members have that sets them apart from project managers?

Guidelines for Submission: Your paper must be submitted as a 2- to 3-page Microsoft Word document with double-spacing, 12-point Times New Roman font, one-inch margins, and all sources cited in APA format.

Instructor Feedback: This activity uses an integrated rubric in Blackboard. Students can view instructor feedback in the Grade Center. For more information, review [these instructions](#).

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Function	Meets "Proficient" criteria and submission uses concrete examples to support points made	Describes the function of the PMO	Describes the function of the PMO but description lacks detail	Does not describe the function of the PMO	18
PMO	Meets "Proficient" criteria and submission uses concrete examples to support points made	Explains what the PMO does well	Explains what the PMO does well but explanation lacks detail	Does not explain what the PMO does well	18
Support	Meets "Proficient" criteria and submission uses concrete examples to support points made	Explains how the PMO supports the project management function	Explains how the PMO supports the project management function but explanation lacks detail and/or logic	Does not explain how the PMO supports the project management function	18

Enhance	Meets “Proficient” criteria and submission uses concrete examples to support points made	Explains how the PMO enhances project management in the organization	Explains how the PMO enhances project management in the organization but explanation lacks detail and/or logic	Does not explain how the PMO enhances project management in the organization	18
Skill Sets	Meets “Proficient” criteria and submission uses concrete examples to support points made	Describes the skill sets of PMO team members that set them apart from project managers	Describes the skill sets of PMO team members that set them apart from project managers but description lacks detail	Does not describe the skill sets of PMO team members that set them apart from project managers	18
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Total					100%