

ABSTRACT

PT.XYZ is a company engaged in the procurement of office equipment, electronics, engineering equipment, machinery and spare parts. In implementing the PT XYZ project, there are still many problems related to project management. The problem that occurs, when viewed from the root, is the absence of a Project Management Office (PMO) unit. The problems that occur are not yet optimal management of project implementation. That's why a Project Management Office is needed as a Supportive function at PT XYZ. So far, the project is controlled by someone who has a function similar to the project management office, namely the director of PT XYZ. The proposed design is in accordance with the Hobbs and Aubry method obtained from three resource persons or experts by analyzing the initial conditions of PT. XYZ project management and observing project documents. The results of the interviews were then processed to get the right design. From the analysis, it is found that the project management office bridges communication to top management for project performance reporting. The project management office is able to compile basic guidelines related to methods, documents, training, tools, according to the seven steps to build a project management office as a supportive function for procurement projects at PT XYZ. Finally got the right steps to launch project activities from the important points of the framework that has been proposed for the design of the project management office as a supportive function.

Keywords —Project, Project Management Office, Supportive, Methodology, Template, Guidelines