2-10/010.06 - Project Management Office

The Project Management Office (PMO) is managed by the Project Management Officer, who reports directly to the Chief Technology Officer and executive leadership. The PMO provides project oversight, project control, and project support for technology related projects and pilots. The PMO will ensure the Department is investing in the right technology, realizing the promised (or expected) benefits, and monitoring successful implementation within the timeframe and budget allocated.

The primary mission of the PMO is:

- To ensure sustainable governance for project portfolio structure and project status oversight, including post-development lifecycle oversight;
- To ensure system compatibility amongst the various information technology (IT) solutions;
- To prevent duplication of effort;
- To provide a consistent approach to project initiation, approval, monitoring and reporting;
- To improve efficiencies within the IT domain;
- To develop IT system standards/protocols; and
- To assess new IT projects to determine their value and impact on the Department’s operation.

The Project Management Officer is responsible for the following:

- Reviews Department IT project proposals to ensure optimum effort, adherence to established standards, and compliance to County procurement guidelines;
- Facilitates the establishment of IT project management guidelines, processes, and standards;
- Facilitates the establishment of performance measures and project status/reporting tools;
- Compiles and reviews IT requests for information (RFI), requests for proposal (RFP), and statements of work (SOW) prior to submission;
- Organizes technical experts into a project review team to help the project manager complete a successful project;
- Acts as liaison with the Los Angeles County’s Chief Information Office;
- Acts as liaison with the Los Angeles County’s Information Systems Advisory Body (ISAB);
- Maintains the Department’s IT inventory, project portfolio, and the County-mandated Business Automation Plan (BAP);
- Reports directly to the chief of Technology and Support Division;
- Recommends and develops a strategic IT plan and other IT-related administrative reports with the Department’s Chief Information Officer; and
- Coordinates technology activities performed in all parts of the Department to avoid redundancies.