PMO Engagement Canvas

One page. Three questions. One first step. · PMI North America Leadership Institute Meeting 2026

PMO Global Alliance

1 WHO is already here

PMO practitioners in our membership: titles, roles, where they show up, rough count.

ESTIMATED SHARE OF MEMBERSHIP: _____ % *(a rough number is fine)*

2 WHY they disengage

The single biggest reason, written in the member's voice. One reason, not five.

Honesty test: *would a senior portfolio leader find anything on our calendar built for their role?*

3 WHAT closes the gap

Ready-made resources and event formats. Pick two you could run within one quarter. **Planning WBS for each: see Appendix.**

- ☐ PMO leader panel
- ☐ PMO roundtable
- ☐ Joint webinar with the Hub
- ☐ PMI-PMOCP awareness webinar
- ☐ PMO discussion group
- ☐ PMI-PMOCP guided study group
- ☐ Guest speaker from Hub network
- ☐ Cross-chapter event
- ☐ Other: _____

WHAT WE NEED FROM THE HUB OR A PARTNER CHAPTER: _____

MY FIRST STEP, the week I get home

The step, the month, and who I need. *Small and scheduled beats big and someday.*

TARGET MONTH: _____ **WHO I NEED:** _____

PEER NOTES

My partner's best challenge or idea from the exchange.

Appendix A · Master Event WBS

The work packages common to every event type. Appendix B adds what is unique per format. **Codes reference this structure.**

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1.0 Initiation and Alignment

- 1.1 Define the objective and the target PMO audience
- 1.2 Confirm date, format (virtual or in person), and budget
- 1.3 Engage the PMOGA Hub as co-host and confirm support
- 1.4 Assign an event lead and volunteer roles

2.0 Content and Speakers

- 2.1 Confirm speakers or facilitators
- 2.2 Build the agenda and materials from Hub templates
- 2.3 Hold a briefing call with all presenters
- 2.4 Run a dry run and technology check

3.0 Promotion and Registration

- 3.1 Set up the registration page
- 3.2 Create graphics from the Hub Canva templates
- 3.3 Run the campaign at T-4, T-2, and T-1 weeks
- 3.4 Send reminders to registrants

4.0 Delivery

- 4.1 Set up logistics and platform on the day
- 4.2 Host and facilitate the session
- 4.3 Capture polls, questions, and photos

5.0 Follow-up and Measurement

- 5.1 Send thank-you note with resources and recording
- 5.2 Collect feedback through a short survey
- 5.3 Report the two metrics: who came, who came back
- 5.4 Log PDUs or certificates where applicable
- 5.5 Schedule the next event while momentum is high

TYPICAL TIMELINE

Anchor dates back from event day (T).

T-8 wks	1.0 Initiation
T-6 wks	2.0 Content
T-4 wks	3.0 Promotion
T-0	4.0 Delivery
T+1 wk	5.0 Follow-up

Longer formats extend T: see Appendix B.

Appendix B · Event-Type Work Packages

What each format adds to the Master WBS. **Lead time replaces the default T-8 anchor where longer.**

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PMO Leader Panel

LEAD TIME: 6 TO 8 WEEKS

- Recruit three or four PMO leaders as panelists plus a moderator **(2.1)**
- Build a question bank and share it with panelists in advance **(2.2)**
- Hold a panelist alignment call to set flow and time per topic **(2.3)**

PMO Roundtable

LEAD TIME: 4 TO 6 WEEKS

- Recruit senior PMO practitioners willing to lead table conversations **(2.1)**
- Design the small-group rotation format and table sizes **(2.2)**
- Prepare discussion prompts so every table starts talking fast **(4.2)**

Joint Webinar with the Hub

LEAD TIME: 4 TO 6 WEEKS

- Align the topic and date with the Hub webinar calendar **(1.3)**
- Apply co-branding: Hub Canva webinar template and social copy **(3.2)**
- Confirm who hosts the platform, chapter or Hub, and access roles **(4.1)**

PMI-PMOCP Awareness Webinar

LEAD TIME: 4 WEEKS

- Request the ready-to-deliver session through the Hub **(1.3)**
- Apply co-branding and confirm the 60-minute slot on your calendar **(1.2)**
- Handle PDU administration and share the recording afterward **(5.4)**

PMO Discussion Group

LEAD TIME: 4 TO 6 WEEKS, THEN MONTHLY

- Confirm a certified PMOGA Ambassador as facilitator **(2.1)**
- Pick a monthly theme anchored in the PMO Practice Guide **(2.2)**
- Set the recurring cadence and standing registration **(3.1)**

PMI-PMOCP Guided Study Group

LEAD TIME: 10 TO 12 WEEKS

- Confirm a PMI-PMOCP certified facilitator through the Hub **(2.1)**
- Publish eligibility guidance: status must show eligible to take the exam **(3.1)**
- Build the weekly plan from the PMO Practice Guide and the Exam Content Outline **(2.2)**

Cross-Chapter Event

LEAD TIME: 8 TO 10 WEEKS

- Agree roles, costs, and credit with the partner chapter in writing **(1.3)**
- Set up shared registration and split the promotion plan **(3.1)**
- Hold a joint debrief and share the metrics both ways **(5.3)**

Guest Speaker from Hub Network

LEAD TIME: 4 WEEKS

- Request a speaker through the Hub with topic and date options **(1.3)**
- Confirm topic fit, bio, and headshot for promotion **(2.1)**
- Prepare the introduction and moderated question flow **(4.2)**