PMO Guide & FAQs

Short Cut: PMO Project Request Form

JFP launched a Project Management Office (PMO) in May 2025 with a team centralized in Operations and a single workflow for qualifying projects.

Q: What is the purpose of the PMO?

A: The PMO is here to help the whole organization by focusing on three main things:

1. Prioritizing approved projects – any that involve multiple teams and support JFP's current top goals (TOPPs).
2. Helping projects run successfully – making sure they're well-managed and have the right resources.
3. Giving leaders clarity– showing what's working, what's not, and when it's time to start or stop a project.

Q: How do I know if my project should go to the PMO?

A: If a project can check each of these boxes, then it **must go** through the PMO:

☐ Has a clear beginning and end

☐ Contributes to ministry impact and/or organizational capacity

☐ Is complex and cross-functional in nature

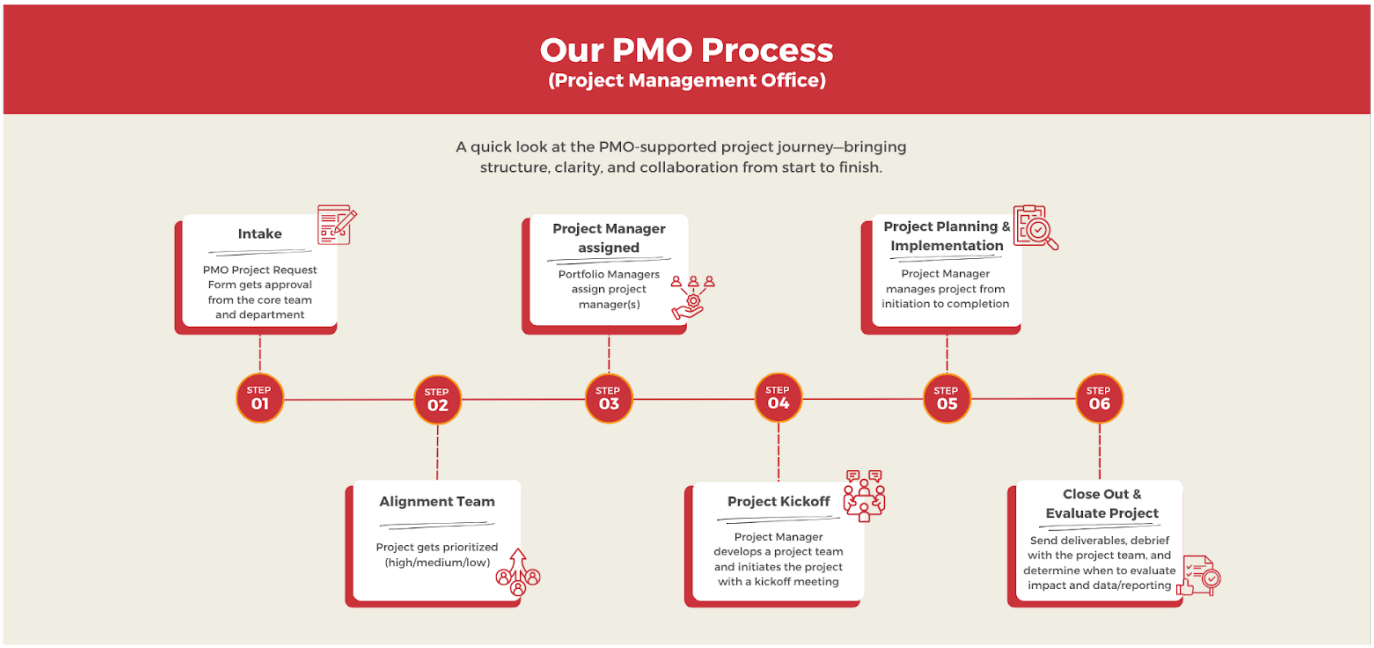
☐ Is supporting a current ET, Regional or Departmental TOPP

Q: How do I submit a project to the PMO?

A: Use the PMO Project Request form to submit a project

Q: What happens after I submit a Project Request?

A: See graph below...



Click here to take a closer look at this graphic.

Q: Why is my project being prioritized by the PMO?

A: The PMO uses an "ET Approved" Rubric to prioritize projects. We collaborate with an Alignment Team, on behalf of the ET, to prioritize those projects and identify the right resources to allocate. This process increases transparency for the work that is happening in JFP.

Q: What does a project manager do?

A: A project manager defines goals, plans, and executes work, leads the project team, manages resources and timelines, communicates with stakeholders, and ensures successful project delivery and closure.

A project manager oversees the work but doesn't perform hands-on tasks, make final strategic decisions, closely direct every team action, or manage the product after project completion.

Q: Who would I be working with?

A: Each project will have an assigned Project Manager to facilitate and drive the project. They will assemble the right roles & people for the project team and ensure a Project Sponsor is in place to drive decisions.

Q: Who should I contact if I have questions?

A: Questions can be submitted to Abby Timson, PMO Team Leader, abby.timson@jesusfilm.org.

You can find the other members of our team on the JFP Org Chart JFP Org Chart, 2025.

Q: How far in advance should I submit my Project Request?

A: Submit your project as far in advance as possible! Planning makes up 80% of the project and the more time we have to prepare, the better the outcomes.

Q: Does the PMO provide funding for my project?

A: Funding is not provided by the PMO. Funding should be connected to an SPQ or operational budget. You do not have to submit an SPQ before your project request is submitted to the PMO.

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