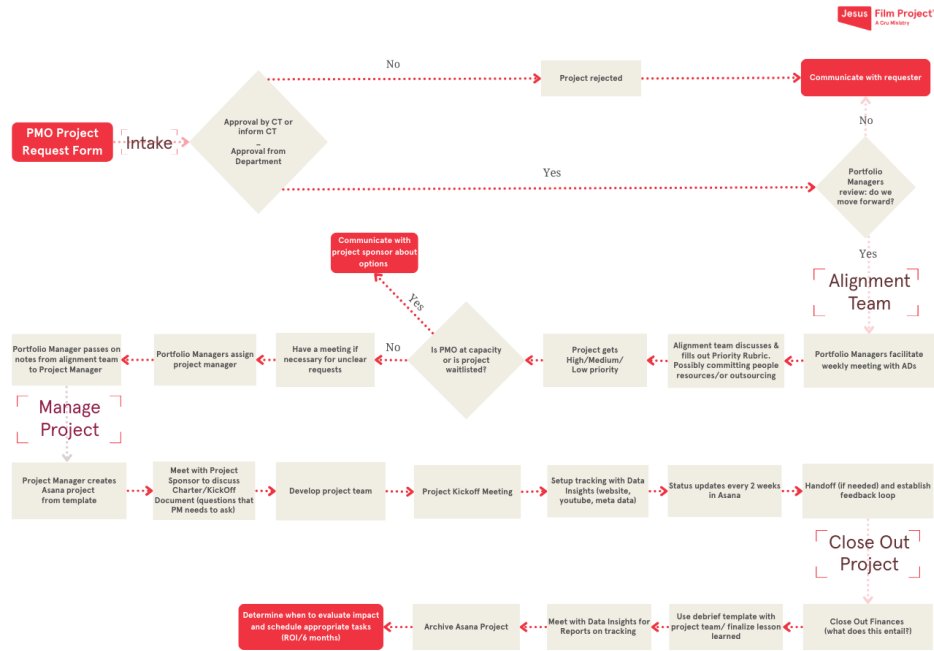


# Project Manager Guide



## Project Management Resources

1. Detailed PMO Project Workflow



Go with the Work Flow

## 2. Guide for Launching PMO Projects

### 3. PMO Team in Asana

### 4. PMO Projects in Asana - where we create the individual Asana Projects per PMO Project

### 5. PMO Project Template in Asana - create every new project with this template

# Tutorials & Training

## 1. Overview: Project Management Tutorial

## 2. **Charter Training**

### 1. PDF

### 2. Video

## 3. **Kick-Off Training**

### 1. PDF

### 2. Video

## 4. **Work Breakdown Structure Training**

### 1. PDF

### 2. Video

## 5. Debrief Training

1. [PDF](#)
  2. [Video](#)
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# Team Files & Key Information

## **PMO - Team SHARED DRIVE**

- Team Documents
- [Training Resources](#)
- [Meeting Recordings](#)
- **[Key Highlights](#)**
  - [Norms](#)
  - [Cellphone Purchase Tracking](#)
  - [Team 5 H's](#)

## **PMO - Projects SHARED DRIVE**

- Individual Project folders where all documents for each individual project is stored
- **[Key Highlights](#)**
  - [Templates](#) for key documents in project management
  - [Top 12 & 50 Countries list](#)

## **FINANCE INFO**

- [Request for International Transmittal](#)
  - [OANDA currency converter](#)
  - **Chartfield:** JFILM/LH/JF105/none
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# Onboarding

Use this [Asana template](#) to set up onboarding for all new team members.

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