

# ALABA ONAADEPO

## PMO ANALYST

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### PROFESSIONAL SUMMARY

A resourceful and result-oriented Prince 2 and Agile PM certified PMO Analyst with 4+ years' experience and a proven track record of success in delivering efficient PMO services and overseeing the successful delivery of digital transformation projects within multiple sectors. An expert in **Programme Assurance, Project Planning, Risk Management, Resource Management, Change Control Management, Governance and MI Reporting**. Highly skilled in supporting project leads throughout all phases of the project life cycle, using data modelling practices to analyse findings and create suggestions for change and strategic improvements that save project costs and increase operational efficiency. Leverages outstanding experience in utilising dynamic Project Management methodologies, including **Agile/Waterfall/Wagile methodologies, Scrum frameworks, and SDLC** to ensure projects are delivered to the highest quality, on-time and within budget.

### CORE COMPETENCIES

- Project Management
- Digital Transformation
- Project Planning & Scheduling
- Critical Path Analysis
- Budgeting & Cost Control
- Change Management
- Stakeholder Engagement RACI
- Documentation Control
- Governance Assurance
- Vendor / Supplier Management
- RAID Management
- Meeting Facilitation
- Resource Management
- Customer Engagement
- Presentation Skills
- Team Management
- Communication Skills
- Organised Planning
- Team Collaboration
- Strategic Problem Solving
- Conflict Resolution

**Tools:** MS Office Suite | SharePoint | MS Projects | Jira | Confluence

**Methodologies:** Agile/Waterfall/Wagile | Scrum | SDLC | Prince2

### KEY ACHIEVEMENTS

- **Reduced project risk exposure by 27%** by conducting regular project reviews; identified and monitored risks and issues and developed mitigation strategies.
- Established a quality-focused project documentation standard and trained teams on the standards, **resulting in 10% improved documentation quality and consistency throughout the project lifecycle**.
- Supported the implementation of programme governance frameworks to streamline operations, **resulting in 20% cost savings, 42% improvement on-time performance and stricter programme controls**.

### CAREER SUMMARY

**PMO ANALYST, ALBOSS CONSULTING LTD**

**JUL 2022 – PRESENT**

Directing project governance and assurance, supporting PMs in end-to-end project management, and ensuring the achievement of quality deliverables through effective monitoring of the project plans and milestones.

#### **Key Responsibilities:**

- Managing the governance process, including creating and updating new procedures, templates, guidelines, and other project-related documentation; and ensuring adherence to PMO standards and protocols.
- Coordinating planning activities with the PM; providing strategic inputs into the development of project plans whilst identifying critical paths, milestones, and dependencies and helping to mitigate conflicts within the plans.
- Leading programme resource management; delivering capacity and demand planning whilst maintaining relationships with resource owners and project managers.
- Overseeing project and programme budgets, tracking budget utilisation, and facilitating project budget review meetings to ensure budget alignment with forecasts.
- Managing risks and issues via the RAID log, proactively raising awareness of risks and issues, and directing prompt resolution.
- Anchoring quality assurance processes by triaging and analysing project deliverables data, ensuring the completion of adequate documentation, highlighting quality issues, and making necessary recommendations.
- Owning the development of robust Management Information (MI) encompassing RAG reports and Project Highlight Reports that capture project performance, benefits realisation, trends, and progress against goals and key drivers.
- Managing change requests through project change governance forums with the Project Manager, effectively capturing key change actions and communicating them to stakeholders.

**PMO ANALYST, NAITRONS LIMITED****OCT 2020 – JUL 2022**

Provided SME PMO services; including establishing the project delivery method, facilitating governance, milestone tracking against targets, and MI reporting on schedules, deliverables, dependencies, budgets, risks, issues, and benefits.

**Key Responsibilities:**

- Maintained and monitored the execution of projects/programmes assigned to the PMO, tracking project deliverables, and updating programme/project framework and associated process documents to support delivery methodologies.
- Spearheaded the end-to-end management of project estimates and the tracking of actuals and forecasts whilst directing milestone tracking and change control processes.
- Created and managed the RAID management process and the associated logs and managed a monthly reporting process for tracking and reporting relevant management information.
- Coordinated financial management; including establishing and implementing the appropriate governance processes to assess, track, and report actuals against budgets, identify variances, and recommend corrective actions.
- Promoted and championed a continuous improvement culture within the project team, consistently assessed and identified opportunities to improve standards, processes and templates.
- Delivered formal project closure and completion support, post-implementation support, and lessons learned reviews, ensuring that lessons learned were captured and passed to the relevant governance forum for necessary actions.

**PMO ANALYST, TRITEK CONSULTING LTD****SEP 2019 – SEP 2020**

Served as a key point of contact with strategic project owners, contributing to project planning, analysing the progress, risk and dependencies of projects and compiling status reports across the strategic portfolio.

**Key Responsibilities:**

- Partnered with the Project Manager in directing and managing project development from inception to cessation, including developing full-scale project plans and embedding PMO processes into the implementation process.
- Comprehensively defined the project scope, goals, and deliverables by producing a detailed business case that supports business goals in collaboration with stakeholders.
- Established and consistently managed project/programme expectations with stakeholders; and accurately communicated them to the project team and stakeholders through RAG Status / Highlight reports
- Leveraged extensive RAID log management and coordinated practical risk assessments and identification within the projects, ensuring project success by escalating risks / issues and developing mitigation actions with the PM.
- Managed the administrative aspects of projects, including scheduling meetings, producing meeting minutes and follow-up communications, and assessing meeting outcomes.

**PROJECT DELIVERY COORDINATOR, GCL****SEP 2018 – SEP 2019****Key Responsibilities:**

- Supervised and coached the Client Delivery Executive (CDE) Team, ensuring that the team made 500+ calls to clients globally whilst meeting set targets of two leads a day per campaign.
- Coordinated and led event delivery; sponsored events, and bespoke advertising activities whilst working closely with the Sales, Marketing, and Operations teams to ensure that target outcomes and client expectations were met and exceeded.
- Prepared and presented regular reports to clients on campaign highlights, client bookings, contract chasing, and contract fulfilment whilst also escalating issues and ensuring prompt resolution.
- Contributed to the achievement of sales targets by supporting the Sales team at exhibitions and conferences, providing expert advice and assistance.

**SENIOR ACCOUNT MANAGER, STRATEGIC SOLUTION MEDIA****OCT 2013 – JUN 2018****MARKET DEVELOPMENT ANALYST, DELOBS VENTURES LTD****DEC 2010 – OCT 2013****MANAGEMENT CONSULTANT, M.ET.AL ENTERTAINMENT****DEC 2010 – OCT 2013****EDUCATION & CERTIFICATIONS**

- Scrum Master Professional Certification In view
- Agile PM Foundation Certification – APMG International
- Inbound Marketing Certification – HubSpot
- Fundamentals of Digital Marketing – Google
- Finance, Howard University, Washington, DC
- High School Diploma, Apata Memorial High School, Lagos 2002

**REFERENCES AVAILABLE UPON REQUEST**