Swiftwater
& Company

Project Management Office as a Service

For Legal, Risk, & Compliance

Facing Project Challenges?

Missing Deadlines

Unsatisfactory Reporting

Uncontrolled Scope

Doing More With Less

Non-Compliance to Business Standards
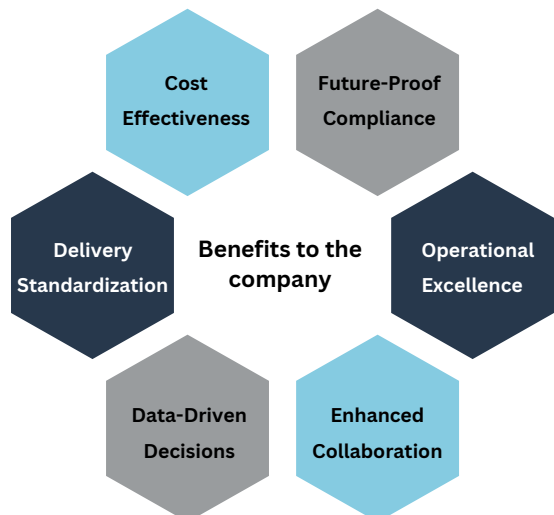
Lack of Transparency

Solution Introduction

What is a PMO?

A PMO (Project Management Office) creates immediate capacity by providing program and project management resources. It aligns projects with organizational goals, ensuring resources are used effectively and key objectives are met. It provides transparency, governance, documentation, and metrics related to the practices surrounding the management and implementation of projects.

What is Project Management?

Project Management is the structured process of planning, executing, and closing projects, ensuring that specific goals and success criteria are met within the set timeframe and budget. It involves a series of methodologies, tools, and techniques to control time, cost, quality, scope, and risks.

Cost Effectiveness

Future-Proof Compliance

Delivery Standardization

Benefits to the company

Operational Excellence

Data-Driven Decisions

Enhanced Collaboration

Engagement Models

PMO Involvement		PMO Type / Function
Moderate		**Support Client Program Director** • Supports client's program director • Supports via templates, guidance, best practices, methodology, Q&A
High		**Program & Project Management** • Supports client program director • Directly manages projects

PMO as a Service - The Swiftwater Difference

Swiftwater has taken traditional project management (PM) and added several layers ensuring successful outcomes for legal, risk, and compliance. Our resources are available on-demand and have relevant work experience in legal. Additionally, they are equipped with legal project and program accelerators. These include best practice project plans, tailored artifacts, and training that are customized to your specific project needs.

We bring our own collaborative technology such as Asana and SharePoint to keep everyone on the same page with project deliverables, plans, reporting, responsibilities, and progress.

Plan	Track tasks, assignments, dependencies, deadlines to achieve the goals & milestones.
Report	Establish governance structure - conduct leadership, steering, project meetings.
Budget	Manage scope, impact of changes, hours, budget. Manage value/savings tracker.
RAID	Actively document and manage risks, assumptions, issues, and decisions.
Document Management	Store and manage project documentation.
Delivery Quality	Ensure acceptances take place and quality is being delivered.
Knowledge Transfer	Onboard, offboard resources, formalize KT processes.
Change Management	Implement change management & ensure adoption.

RAID Log (Management of Risks, Assumptions, Issues, Dependencies)

Sharepoint (Centralized PMO Hub)

Asana (Project Management Tool)

Power BI Dashboard (View of Overall Projects Portfolio, Status and Progress)

Subject Matter & Partnerships

Our professionals possess subject matter expertise across various legal and risk processes such as Enterprise Legal Management, Document Management, Contract Lifecycle Management, Entity Management, Intellectual Property Management, Cyber Risk Management, Third Party Risk Management, Vendor Management, and Legal RFP/Bidding.

We also have formed global partnerships with other services and technology companies. Our team has experience across enterprise systems such as Microsoft, Salesforce, Oracle, SAP, Workday, ADP, and Google. Our staff also works with numerous enterprise tools such as CRMs, ERPs, HRIS, Content Management, and Risk Management.

Success Stories

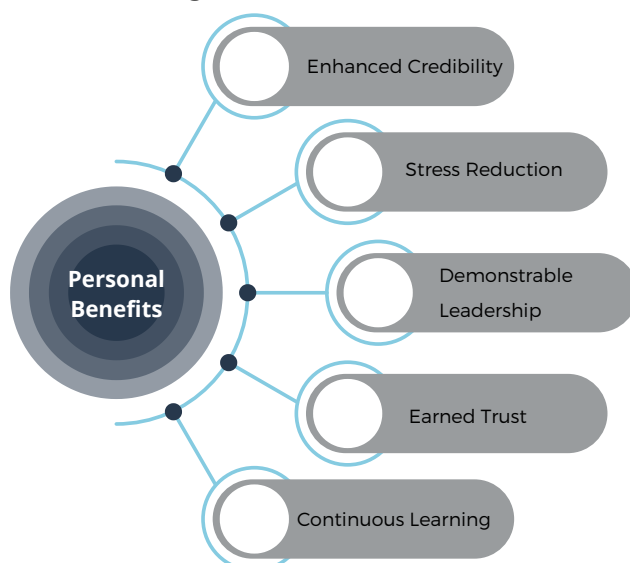| Case Study #1	Case Study #2	Case Study #3
A law department of 5 individuals sought to lower their company's legal budget and improve their risk profile. Our professionals provided part-time project management, delivering work streams in technology, training, and spend assessment, which allowed the legal team to focus on higher value legal work and achieve their goal of 20% savings.	A Fortune-ranked automotive manufacturer underwent a legal and compliance department transformation with the help of a PMO office and individual project managers for 10 different work streams. Our professional PMO office acted as the central nervous system, while project managers collaborated with resources and frameworks to achieve on-time and on-budget success.	A global tech company's IP team faced issues with their IP management solution upgrade, leading to delays, missed deadlines and scope creep. Swiftwater's PMO team assigned an experienced project manager with legal tech and IP expertise to stabilize the project and got it back on track.

Team and Personal Benefits

Leveraging on-demand PMO as a Service will yield personal and team benefits in addition to organizational benefits listed above.

Personal Benefits

- Enhanced Credibility
- Stress Reduction
- Demonstrable Leadership
- Earned Trust
- Continuous Learning

Swiftwater is a dynamic company with a roster of expertise, stretching back to a time before the digital and operations revolution.

We are pioneers in legal strategy and technology implementations that have helped modernize numerous legal organizations.

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