

## **ABSTRACT**

*Bandung Techno Park (BTP) is a company engaged in the advancement of technology. From 2021 to 2022 Bandung Techno Park runs a big project, namely the Digitization of XYZ Campus Services, but in project implementation there are still many problems related to project management. The problem that occurs, when viewed from the root, is the absence of a Project Management Office (PMO) unit. So far all projects are still managed by someone who has similar functions to the Project Management Office unit. In this final project, a Project Management Office will be designed according to the needs of the organization. The needs assessment is aligned with the characteristics of the PMO model and its functions obtained through interviews with the relevant experts, analyzing available documents, and conducting field observations. The results of these interviews are used to determine the right design. Then the results of document analysis are used to make better project documents. Furthermore, this final project will explain the eight needs obtained and what solutions are appropriate. The results of the field analysis and interviews with experts lead to the creation of a PMO with a Supportive model. Thus, this final project will make a design proposal according to the model which contains PMO needs from indicators P1 to P8 which are related to proposed methods, project management, and supporting documents. After everything is judged correctly by the problem owner, then in this final project a sequence of development of functions within the PMO will be proposed according to their level of urgency. After determining the function to be played by the PMO and the sequence of development, a planning roadmap for the implementation of the Project Management Office design will be made which consists of planning, execution, and control phases. The planning phase is scheduled to run for four months and execution and control runs for five months, the duration of which is adjusted to the current conditions of the organization.*

**Keywords— Bandung Techno Park, Project Management Office, Roadmap**