

CLETUS (MEL) BOST, JR.

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PROJECT MANAGEMENT OFFICE (PMO)

Process Improvement ▪ Benchmarking ▪ Knowledge Management

Perceptive, forward-thinking thought leader with extensive and in-depth experience driving and maturing Project Management Office (PMO) efforts to achieve substantial organizational improvements. Adept at assessing gaps between current PMO state and goals and creating action plans to develop team competencies to resolve them.

- Strategic Planning
- Business Process Development
- Project/Vendor Management Methodology
- PMO Development and Maturity

PROFESSIONAL EXPERIENCE

EXTERRAN CORPORATION, Broken Arrow, OK

2008-2009

Manager, Engineering Business Technology Process and Treating Division

- Achieved significant process improvements for Process and Treating Project Management Process in areas of customer interface and goal/objectives setting by conducting organizational effectiveness (OE) study.
- Facilitated on time, on budget installation of Oracle Project Management Module.
- Improved capability of individual Project Managers to meet their goals and objectives through Manager Led Development and Coaching Programs which increased accountability and influence of project managers to meet project deliverables on budget, on schedule.

CONOCOPHILLIPS, Bartlesville, OK

2002-2008

Performance Measurement Specialist

Global Systems and Services – Project Services PMO (2007-2008)

- Reduced need to use outside vendors and improved the internal talent pool by increasing staff satisfaction with serving on PMO projects to near 100%.
- Avoided risk of unexpected cost, time, and scope changes by expanding the PMO front-end loading (FEL) process to more broadly define and better evaluate appropriate vendors.
- Substantially improved PMO project goal achievement in terms of time, cost, scope, and quality of projects with significant vendor content by leading a 20-member vendor management network to better define procedures and tools, such as detailed statements of work (SOWs) and project controls.
- Completely eliminated the need for a 2007 Sarbanes-Oxley (SOX) audit by serving as the liaison between the Project Services group and auditing team to create a proactive and disciplined approach to cooperatively identifying, evaluating, and addressing issues.
- Leveraged action points for multiple projects similar in project environment and structure by developing a Microsoft SharePoint database for knowledge management of lessons learned.
- Enriched the project management team's skills base by initiating Breakfast Forums and an intranet-based video library of presentations to share the best practices and thought processes of successful PM's.
- Significantly jumpstarted the maturation process to achieve measurable project management results in an accelerated timeframe by creating a blueprint for the implementation of project management offices (PMOs) for Duke Energy Field Services and LUKOIL, a Russian subsidiary of ConocoPhillips.

Benchmark and Strategic Project Coordinator

Global Information Services, Global Systems and Services – Project Services PMO (2005-2007)

- Increased visibility and enhanced industry-wide information sharing by actively contributing to the activities of the University of Arkansas, University of Houston, and Oklahoma State University Information Technology Research Centers such as facilitating PMO roundtables with 25 corporate partner participants.
- Benchmarked PMO competencies and prioritized process improvements in resource planning/management as a key participant of the PMO Executive Council in Washington DC.

Project Coordinator

Global Information Services Program Management Office (PMO) (2002-2005)

- Realized a consistent method for PMO project delivery by consulting with the downstream and infrastructure project teams to facilitate their project justification processes.
- Facilitated maturation of the PMO by institutionalizing processes, standards, and procedures such as peer reviews and Organizational Change Management (OCM).
- Enhanced effectiveness of the PMO project management process by authoring and conducting targeted training of key competencies such as vendor management and project controls.
- Spearheaded organizational effectiveness (OE) study to pinpoint major project execution and completion deficiencies/gaps and implemented interventions to improve execution results.

PHILLIPS PETROLEUM/TOSCO CORPORATION, Tempe, AZ

1998-2002

Senior Business Analyst, IT Project Office, Information Technology Planning

- Selected to participate in a merger-transition team that developed best practices for a new PMO prior to merger of Conoco and Phillips.
- Promoted consistent, focused effort for all projects by creating the Tosco IT Project Office.
- Instituted process improvement initiatives including communications/training and configuration change management using the Capability Maturity Model framework and the Platinum LBMS Project Management Methodology (now CA Clarity).

UNOCAL 76 PRODUCTS COMPANY, Costa Mesa, CA

1995-1998

Senior Project Consultant, IT Marketing Applications Development (1997-1998)

Senior Project Consultant, Marketing Operations Analysis (1995-1997)

Prior experience includes positions in product development and strategic planning with Fortune 100 companies such as Ford Motor Company and Atlantic Richfield Company (ARCO).

EDUCATION

THE UNIVERSITY OF MICHIGAN, Ann Arbor

MBA, Finance and Marketing

MS, Nuclear Science

GEORGIA INSTITUTE OF TECHNOLOGY, Atlanta

MS, Nuclear Engineering

BS, Physics (with honor)

PROFESSIONAL ACTIVITY

The University of Arkansas, Walton School of Business Information Technology Research Institute (ITRI)

- Advisory Board – Alternate Member (2006-2007)
- Facilitator—PMO Roundtable

PMI Tulsa Chapter Member—PMP Certification Course Certificate (Oklahoma City University Program)

Carnegie-Mellon University Software Engineering Institute Capability Maturity Model Certification, 1998