

VPO SETUP PACKAGES

Fixed-Fee Pricing for Growing Teams

You can launch a Virtual Program Office in weeks, not months. Choose the package that fits your delivery needs and complexity.

PACKAGE OPTIONS

Starter Package — Low Complexity \$7,500 · 4 Weeks · ~100 Hours	Growth Package — Moderate Complexity \$12,000–\$18,000 · 6–8 Weeks	Enterprise Package — High Complexity \$25,000–\$35,000 · 10–12 Weeks
Best for small teams or a single project type. Includes: ▸ VPO Calculator + Complexity Score ▸ Project Hub Setup ▸ 1 Playbook (workflow + templates) ▸ 1 Intake Path + Basic Reporting ▸ 1 Team Onboarding ▸ PM Coaching (light) ▸ Full Playbook Handover Outcome: A ready-to-run VPO with structure, templates, and a documented delivery process your team owns.	Best for multi-team coordination or multiple project types. Includes: ▸ Everything in Starter ▸ 2 Project Hub Setup (+1) ▸ 3 Playbooks (Workflows + templates) (+2) ▸ 2 Intake Paths + Request Routing (+1) ▸ 2 Team Onboarding (+1) ▸ Governance Framework (moderate) ▸ Reporting Suite ▸ PM Coaching (expanded) ▸ Light Data Cleanup Outcome: A scalable VPO with cross-team visibility, governance, and repeatable delivery.	Best for organizations with complex governance, multiple systems, or portfolio-level needs. Includes: ▸ Everything in Growth ▸ 3 Project Hub Setup (+1) ▸ 5 Playbooks (Workflows + templates) (+2) ▸ 3 Intake Paths+ Complexity Scoring ▸ 3 Team Onboarding (+1) ▸ Multi-department Governance ▸ Executive + Operational Dashboards ▸ PM/Program Coaching ▸ Change Management Support ▸ Light Data Cleanup Outcome: A fully governed, enterprise-grade VPO with automation, visibility, and portfolio alignment.

QUICK GLOSSARY

Term	Meaning
Project Hub Setup	A configured workspace for managing a project or workstream, including structure for documents, tasks, status updates, reporting, and team visibility.
Playbook	A documented workflow with templates, steps, ownership guidance, and repeatable instructions for running a common project type.
Intake Path	A defined way for a team or project type to submit work requests, capture required information, and start the VPO workflow.
Request Routing	A practical routing process that directs submitted requests to the right project hub, owner, workflow, or playbook based on team, request type, priority, or category.
Complexity Scoring	A lightweight scoring method used to assess project complexity, risk, effort, priority, or governance needs before work is assigned or launched.
Team Onboarding	A guided walkthrough that introduces a team to the project hub, intake process, templates, reporting expectations, and day-to-day operating rhythm.
Reporting Suite	A set of status views, dashboards, or report templates that provide visibility into work volume, progress, blockers, ownership, and delivery health.
Lightweight Enterprise Governance Setup	A practical governance layer for coordinating multiple departments without creating a heavy PMO. It may include decision rights, roles and responsibilities, intake review cadence, escalation path, portfolio visibility, change-control rules, and governance artifacts such as a charter, RACI, meeting cadence, escalation matrix, and decision log.

ADD-ON MODULES

Flat-rate add-ons for any package.

- ▶ Additional Playbook — \$1,500
- ▶ Additional Project Hubs — \$2,500
- ▶ Executive Dashboard — \$1,200
- ▶ Governance Workshop — \$1,500
- ▶ Change Management Package — \$3,500
- ▶ Portfolio Rollout — \$4,000

FINAL PRICING & SOW TERMS

Scope boundaries

Unless expressly included in the SOW, fees exclude custom software development, third-party licensing, enterprise system configuration outside the agreed integration scope, client-side data remediation beyond the stated cleanup level, travel, and implementation work not expressly listed in the SOW.

Fixed fees assume timely client access to required stakeholders, systems, documentation, sample project data, and decision-makers. Delays caused by unavailable client resources, incomplete information, or postponed approvals may affect the schedule and may require a revised timeline or change order.

Post-launch support, maintenance, administration, ongoing reporting, and recurring PM coordination are excluded unless expressly included in the SOW or purchased under a separate support or advisory agreement.

Final pricing, scope, assumptions, payment schedule, deliverables, timeline, change-control process, and any applicable taxes or reimbursable expenses will be confirmed in the Statement of Work. The SOW will govern in the event of any conflict with this product sheet.

Commercial terms

All fees are exclusive of applicable taxes, assessments, duties, and government charges unless otherwise stated in the SOW. Pre-approved travel, lodging, and out-of-pocket expenses, if any, will be billed separately at cost. Unless otherwise stated in the SOW, fees are invoiced as 50% due upon SOW execution and 50% due upon completion of the agreed deliverables. Invoices are payable within the payment terms stated in the SOW.

Quoted pricing is valid for 30 days from the proposal date unless otherwise stated in the SOW. Pricing may be updated if the engagement start date, scope, staffing model, or client requirements change before execution.

Client approval of an SOW is required before work begins. Pricing is valid only for the scope, assumptions, package level, deliverables, timeline, and term stated in the SOW; material changes, additional playbooks, added integrations, expanded stakeholder groups, accelerated timelines, additional workshops, data remediation beyond the agreed level, or expanded governance requirements may require a written change order and additional fees.

Legal terms

Any warranties, indemnities, limitation of liability, termination rights, dispute resolution terms, and other legal terms will be set forth in the applicable SOW or master services agreement. This product sheet is non-binding and does not create an obligation to begin work unless and until an SOW is executed by both parties.

Each party will protect confidential information received in connection with the engagement. Client remains responsible for the accuracy, completeness, security, and lawful use of all data, systems access, credentials, and materials provided to CyberPPM.

Unless otherwise stated in the SOW, client-specific deliverables created for the engagement will be provided to the client upon payment of all undisputed fees. CyberPPM retains all right, title, and interest in its pre-existing methods, templates, frameworks, tools, know-how, and reusable materials.

HOW TO GET STARTED:

Schedule a VPO Discovery Session → virtualprogramoffice.com