

Managing Multiple Projects

Course Length: Virtual: Two 3.5-hour sessions;
On-site: 1 day

Professional Development Units (PDUs): 7
(4 Ways of Working, 3 Power Skills)

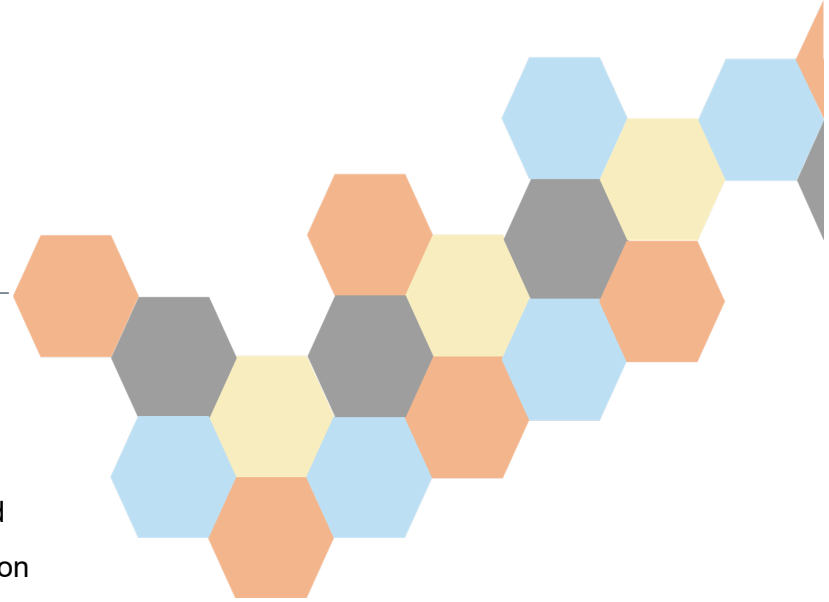
Program Knowledge Level: Intermediate/Advanced

Field of Study: Business Management & Organization

Prerequisites: Basic project management knowledge

Advance Preparation: None

Benefits: Learn best practices for managing multiple projects



Course Overview

Handling several projects at once means more than dealing with just multiple schedules; it involves multiple risks, multiple stakeholders, and multiple functional managers who allocate resources. The key to managing multiple projects expertly is to recognize priorities and delegate wisely – not an easy feat in today’s complex environment. To do that successfully, you need to understand what makes up your workload, as well as an understanding of how risk, human resources, and schedules must be integrated.

This course presents techniques for identifying and establishing priorities, managing resources across multiple projects, and managing your day-to-day responsibilities. If you are a Project Manager, team leader, or technical staff member (and understand project management fundamentals), you’ll learn the science – seasoned with a dash of art – of applying your managerial energy effectively across multiple projects.

Key Outcomes

Upon completion of this course, participants will be able to:

- Develop a system to prioritize your workload
- Manage allocation of resources among multiple projects
- Integrate multiple project schedules into a Master Schedule
- Develop strategies to plan for risk and change in the multiple project environment

Course Outline

The Challenges of the Multi-Project Environment

- Identify organizational resources available for project management
- Baseline and prioritize your individual workload
- Describe methods to manage your workload
- Explain the five necessary steps for effective task delegation

Multiple Project Scheduling & Resourcing

- Select a uniform approach to managing single projects that can be applied in the multi-project environment
- Identify steps to effective schedule control
- Compare and contrast the resource considerations of capability, availability, productivity, and control
- Compare strategies for managing schedule constraints
- Distinguish between resource leveling and resource smoothing
- Illustrate common problems related to project schedules

Project Risk Management in the Multiple Project Environment

- Identify processes you can use to effectively communicate within the multiple project environment
- Identify techniques for effective performance reporting for multiple projects
- Use commonalities among projects for better risk management across multiple projects.

Communications & Relationship Management in the Multiple Project Environment

- Identify key audiences for communications in the multi-project management environment
- Describe techniques for creating authentic communication within the multi-project management environment
- Identify project team relationship management techniques and analysis of management styles
- Identify behaviors to build and maintain powerful relationships

Time & Workload Management in the Multiple Project Environment

- Identify time wasting activities and management styles in the execution of project management
- Describe the workload planning process
- Describe how to prioritize workloads

How Instructor-Led Training Works

This Instructor-Led Training (ILT) course is facilitated by one of our talented instructors at your location, creating a cooperative and collaborative, learner-centric “classroom.” Our top-rated instructors hold a variety of certifications and have delivered training to organizations in more than 40 countries.

On-site

Participants attend this two-day in-person course, complete activities live during the training session, and participate in discussions focused on the pragmatic application of key concepts. Session materials are provided in PDF format for download and/or printing.

Virtual

This course is delivered virtually using the AdobeConnect platform. Two 3.5-hour sessions are scheduled. Participants attend the virtual sessions, complete activities live during the session, and participate in discussions focused on the pragmatic application of key concepts. Session materials can be downloaded in PM College's learning management system (LMS).

For more information or to schedule a course, contact info@pmcollege.com.

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