

### Managing Multiple Projects

## OVERVIEW

Course duration: 2 days.

In most organisations, there are so many projects in operation at any one time that prioritising and making sure the most important projects get done is vital to meeting corporate goals. This project management training course will help you deal with the conflicting demands of your operational role and the deadlines of your projects.

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We are all working in a fast-paced environment with demanding deadlines on our many projects. As far as the business is concerned, all your projects are top priority. Then a crisis occurs and these priorities change!

No project operates in a bubble! The outcome of each and every project in an organisation will have a direct influence on the overall success and direction of the business.

In most large organisations, the range of projects in operation at any one time means that prioritising and making sure the most important projects get done is vital to meeting corporate goals.

It is commonplace to see project managers juggling many projects at any one time. All your projects will have varying complexities and durations. Then on top of this you have to manage your operational daily tasks. Sound familiar?!

## IS IT RIGHT FOR ME?

This course is intended for project managers responsible for managing interrelated and multiple independent projects, and need a formal framework for managing multiple and sub-projects. A working knowledge of project management and planning is essential as this is a very hands-on workshop where you will be working on a case study, to apply the tools and techniques and approaches.

Please note: this workshop isn't about managing a programme or a portfolio as these areas are about transformational change and achieving strategic goals, which require different skill sets. If you are looking for these skills then you may wish to consider: Programme Management - The Skills in a Day, Managing Successful Programmes (MSP) Combined Foundation and Practitioner or Management of Portfolios (MoP®) Combined Foundation and Practitioner.

## WHAT WILL I LEARN?

By the end of this course you will be able to:

- Appreciate the difference between a project, programme and portfolio
- Understand key concepts related to managing multiple projects
- Develop effective communications plan to maximise stakeholder engagement
- Prioritise, plan, schedule and resource multiple projects efficiently

- Manage the dependencies and track progress accurately
- Appreciate the value of effective time management
- Gain an appreciation of earned value management and the theory of constraints

## **WHAT WILL IT COVER?**

### Key Concepts

- Understand the difference between projects, programmes and portfolios
- What is multiple project management?
- Project management environmental factors
- Understand the challenges with managing multiple projects
- Stakeholder management and communication

### Multiple Project Scheduling

- Starting and planning an integrated master schedule
- Multiple project resource allocation
- Communication planning
- Apply risks' management across the projects
- Manage the quality of the outputs of the projects
- Time management

### Monitoring, Controlling and Reporting

- Executing, monitoring, controlling and tracking the projects
- Gain an appreciation of Earned Value Management (EVM) in a multiple project environment
- Understand the Theory of Constraints (TOC) and the principles of critical chain project management
- Handling issues, changes and any impact dependencies
- Project reporting

## **FURTHER COURSES TO CONSIDER**

Project Manager's Conference - Spring 2017

Programme Management - The Skills in a Day

Managing Successful Programmes (MSP) Combined Foundation and Practitioner

View all project management courses.