

## Managing Multiple Projects

**Course Code:** 1191

**Course Duration:** 2-4 hours

Global competition, corporate right-sizing, and a growing project-based economic model require organizations to “do more with less.” Project management practitioners have learned that these shifts in the economy affect the project management discipline as much as – if not more than – any other functional area. More than ever before, project team members are required to not only take on more responsibilities in existing projects, but also engage in more projects in the same amount of time.

**Course Description:** *The Managing Multiple Projects* seminar is a half-day, instructor-led session designed to introduce attendees to better practices, processes, and techniques that will help the project management practitioner do a better job of leading, monitoring, and controlling concurrent multiple projects and programs.

### Topics List:

- Project Definition
- Project Dependencies
- Portfolio Management
- Project Prioritization and Time Management
- Cross-Project Risk Management
- Project Reporting and Communications
- Cross-Project Controls
- Schedule and Cost Analysis

### Outline

1. Project to Portfolio View
  - a. Projects, Programs and Portfolios
  - b. Challenges
2. Identification and Categorization
  - a. Goals
  - b. Constraints
3. Prioritizing and Balancing
  - a. Multiple Constraints
  - b. Prioritization
4. Monitoring, Controlling, and Reporting
  - a. Milestones
  - b. Review and Reporting
5. Summary and Action Planning

**Who Should Attend:** Executives, senior managers, resources managers, project/program managers, and project team members who are responsible for the successful delivery of multiple projects.