

MANAGING MULTIPLE PROJECTS

Course Code: CA311E

Duration: 7 hours

Credits: 7 PDUs

Course Description

Participants will learn to deal with the various challenges in managing schedules and resources in a multi-project environment. Proven tools, techniques and tips will be shared for increased work productivity and efficiency, reduced stakeholder stress and conflict with accurate tracking and reporting promoting successful multi-project completion. Individual exercises combined with interactive group discussions and team workshops will guide participants through a multiple project management methodology.

Target Audience

Individuals who will benefit from this course include Project/Program/Portfolio Managers and Team Members/Leaders

Course Objectives

Participants will develop a reliable and repeatable system for addressing competing project demands working effectively with various project stakeholders to successfully allocate work.

Course Outline

Module 1: The challenges of Multiple Project Management

- Resource capacity and constraints
- PM role and responsibilities
- Multiple project and team interfaces
- Crisis and change management
- Multi-tasking and prioritization
- Emotional and stress management

Module 2: Compartmentalizing Work

- Systems of compartmentalization
- Overloaded warning signs and remedies
- To-do lists and estimating work
- Work categorization and dependencies
- Delegating and outsourcing
- Project and personal calendars

Module 3: Productivity and Efficiency

- Multi-project resource pool balancing
- Multi-project time compression strategies
- Master-schedule and group work lists
- Interruptions, distractions and overhead
- Critical resources and critical work
- Multi-tasking and meeting tips and tricks

Module 4: Stakeholder Management

- Critical project roles and responsibilities
- Formalizing workplace structure
- Managing conflict and competing interests
- Stakeholder perception and expectation
- Reliability, prioritization and commitment
- Low stress ergonomic work environments

Module 5: Tracking and Reporting

- Multi-project change/risk management
- Information distribution and control
- Reporting and monitoring techniques
- Multi-project dashboards and views
- Scope, commitment and milestone tracking
- Timely and effective auditing