MANAGING MULTIPLE PROJECTS

Course Code: CA311
Duration: 1 day
Credits: 7 PDUs

Course Description

In this comprehensive one-day course, attendees 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, senior project team leaders/members, managers, directors, sponsors and any other stakeholders working in a project environment.

Course Objectives

Develop a reliable and repeatable system for identifying and addressing various challenges commonly encountered in managing multiple projects to achieve multiple project management objectives with efficient work compartmentalization, enhanced productivity and efficiency, optimized resource organization and reduced conflict.
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Course Outline

Module 1: Multiple Project Management Challenges
- Project Manager (PM) role complexity
- Resource capacity and constraints
- Multiple project team interfaces
- Stress and conflict resolution
- Work prioritization and multitasking
- Change and communication management

Module 2: Work Compartmentalization
- Multiple project scope baseline
- Multiple project work breakdown structure (WBS)
- Multiple project work organization
- Compartmentalization tools

Module 3: Productivity and Efficiency
- Multiple project master schedule
- Resource pools and leveling
- Dashboards and metrics
- Daily to-do lists and multitasking
- Effective meeting guidelines
- Structured electronic mail (e-mail)

Module 4: Resourcing Techniques
- Formalize project structures
- Obtain resource commitment
- Reward desirable behavior
- Manage resource conflicts
- Align resource expectations
- Log resource issue

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