

# Managing Multiple Projects

*"Keeping Simultaneous Projects on Course, and meet Commitments reliably"*

**Course #: PM0300**

**Earned PDU: 35 PDU**

**Duration: 5 Days**

## Overview:

Managing multiple projects is as much an art as it is a science. Handling multiple projects means more than just dealing with multiple schedules; it involves multiple risks, stakeholders and budgets. As manager today, one has to be a master juggler, responsible for keeping several balls in the air even as new balls are randomly tossed in from all sides. This course provides the organizational skills and management strategies required to tackle multiple projects, roles, and responsibilities.

To manage multiple projects effectively, you need to recognize priorities and delegate wisely not an easy feat in today's complex environment. To do that successfully, you need an extensive understanding of how risk, human resources, schedules and costs must be integrated. In this course, you'll learn techniques for establishing priorities, identifying risks generated by the multi-project environment, sharing resources and managing your energies as a manager effectively.

## Objectives:

The objective of this course is to teach you how to stay in control of multiple projects while staying on target with your objectives, deadlines and budgets, in order to gain control of your time, your projects and definitely your priorities. You'll discover how to establish priorities by setting goals that will serve as your guide. You'll also determine what is truly important on the job and at home, so that you can begin letting go of the nonessential tasks, activities and commitments that are crowding your schedule and eating your time. What's more, you'll find out how to focus your efforts where they'll make the biggest difference in your results. The Participants will:

- Learn how to improve current practices and establish priorities and action plan
- Learn new ideas for managing project workloads, and put them right to work
- Increase the organization's capacity to manage multiple projects while optimizing project development costs
- Master how to build teamwork and leadership
- Manage capital improvement plans and capital projects
- Assess schedule and resource conflicts to determine approaches
- Improve forecasts for resource requirements, costs and deadlines
- Establish consensus for procedures, processes and tools and optimize PM practices across multiple projects
- Explore ideas for estimating projects, financing them and controlling costs (optional)
- Apply risk management on concurrent multiple projects
- Study real world-examples taken from actual projects
- Know the key stage of concluding the projects, delivering multiple projects outcomes, & capturing lessons learned in order to apply in future projects.

## Who Should Attend?

Project managers, team members, project engineers, design engineers, project leaders, industrial engineers, programmers, designers, business analysts, architects, testers, quality team members, SW consultants, functional managers, information technology professionals, and all Individuals who work or a member in the project management.

## Course Materials:

- Comprehensive Course-In-Book Training Study Slides
- A valuable Read-out eBook Text in Managing Multiple Projects (CD)
- Bonus Reading Materials:
  - Project Management Primer eBook
  - Project Management PMP Crosswords games Text Book
- Completion Certificate (35 Contact Hours)

**Course Fees: USD 1,950**

**Schedule:** [www.pmctquest.com/schedule.html](http://www.pmctquest.com/schedule.html)