Managing Multiple Projects

Course Overview

In most organizations, project managers manage many projects simultaneously using shared resources and they face the challenge of changing customer requirements.

This training course helps you understand the multiple project environment, how to increase effectiveness by using modern techniques like priority setting strategies and the critical chain method.

Learning Objectives

By end of this training course, participants should be able to:
a) Understand the various types of multiple project environment
b) Understand the challenges and issues related to multiple project environment
c) How to initiate, plan, execute, monitor and close projects in a multiple project environment
d) Develop action plans for improving project management in a multiple project environment

Target Audience

Project managers, program managers, portfolio managers, team leaders, functional managers, and other staff members whose role require multi-tasking.

Methodology

Presentations, group works, case studies, questions and answers.

Duration

Two days

Course Outlines

1) Understanding the multiple project environment
    a) Four types of multiple projects
    b) Challenges of the multiple project environment

2) Applying single project management in a multiple project environment
    a) Project complexity
    b) Triple constraints
    c) Independent projects
    d) Interrelated projects
    e) Balancing customer needs
    f) Project Manager skill set

3) Initiation issues
    a) Initiation framework
    b) Selecting programs and projects
    c) Roadmap, formal initiation and charter

4) Planning approach
    a) Planning framework
    b) WBS for single and multiple projects
    c) Kanban Task Management System

5) Scheduling issues
    a) Gantt vs. Network diagram
    b) Critical path
    c) Total & free floats
    d) Leveling and compression
    e) Using Gantt to determine and level resources

6) Advanced scheduling techniques
    a) Priority setting strategies
    b) Least Resource Scheduling
    c) Critical Chain

7) Project executing
    a) Communicating
    b) Influencing
    c) The power model

8) Project monitoring & control
    a) Baselining
    b) Updating

9) Project closing
    a) Close out processes
    b) Close out problems

10) Developing your action plan
    a) Standardization
    b) GREAT model
    c) Developing Action Plan