

## MANAGING MULTIPLE PROJECTS

PM00.75

The ability to manage multiple projects is difficult and complex. There is constant conflict in balancing shared resources across several projects and managing the expectations of project sponsors, functional managers and stakeholders. Competing priorities for resources, schedules and budgets is a complicated environment for a project manager to succeed. This course provides insight into recognizing integration points in both related and seemingly unrelated projects and how to effectively manage them. It also demonstrates tools and techniques to balance resources and workload, delegate appropriately, negotiate effectively and manage stress in this environment.

### PREREQUISITES

- None

### LEARNING OBJECTIVES

- Compare and contrast projects, programs and portfolios
- Apply project management processes and best practices to the multiple project environment
- Employ tools and techniques for evaluating and prioritizing projects to balance project plans
- Understanding the potential impacts to shared resources in a multiple project environment
- Employing techniques in negotiations, conflict resolution and stress management

### WHO SHOULD ATTEND

- Employees managing multiple related and/or unrelated projects

### COURSE OUTLINE

- Differences and similarities of projects, programs and portfolios
- Scaling project management processes to multiple projects
- Evaluating, prioritizing and balancing multiple projects
- Responding to change that impacts resources and/or priorities on multiple projects
- Project Management techniques in a multiple project environment
  - Leadership characteristics and styles
  - Negotiating
  - Multitasking
  - Time management
  - Leveraging your time
  - Stress management

This class contains exercises based on a multi-part case study.

### CLASS LENGTH

- One day (8 Total PDUs - 8 Technical / 0 Leadership / 0 Strategic)