

Managing Multiple Projects

Course Objectives

On Completion of the course, participants should be able to:

- Understand key concepts related to managing multiple projects
- Apply effective multitasking strategies
- Plan and schedule multiple projects
- Perform an assessment of multiple project schedules
- Prioritize and delegate project work
- Monitor, control, and report on multiple project

Target Groups

- Project Secretaries
- Project Managers,
- Work Stream Leaders
- Team Members

Course Outline

- Definition of a Project
- The Role of the Project Manager
- The Benefits of Projects
- Building an Effective Project Team
- A Project's Life Cycle
- What Is Multiple Project Management?
- Project Management Environmental Factors
- Program and Portfolio Management
- Address the Competing Demands on Multiple Projects
- Stakeholder Management Processes
- An Overview of Project Management
- Stream of Projects
- Initiating and Planning Multiple Projects
- Integrated Master Plan (IMP)
- Work Breakdown Structures (WBSs)
- Scheduling Multiple Projects

- Multiple Project Resource Allocation
- Integrated Master Schedule (IMS)
- Risk Management on Multiple Projects
- Aligning Multiple Projects
- Registration of Projects into the Portfolio
- Assessing Multiple Project Schedules
- Project Prioritization
- Delegation
- Monitoring, Controlling, and Reporting
- Variance Analysis
- Role of Earned Value Management (EVM)
- Reporting EVM in a Multiple Project Environment
- Executing, Monitoring, and Controlling Checks
- Issue Management on Multiple Projects
- Projects Tracking & Status Reports
- Action Planning

Dates: 15th – 26th January 2024

Duration: 2 weeks

Cost: US\$2850

Venue: Pretoria, RSA