

▶ **PM021 – Managing Multiple Projects**

Trying to keep numerous projects and assignments going at the same time involves multiple risks, multiple stakeholders, and multiple functional managers who allocate resources. In order to manage multiple projects expertly, you must prioritize and delegate wisely - not an easy feat in today's complex environment.

To succeed, you need to understand how risk, human resources, and schedules must be integrated, how to stay on top of multiple areas of concern as you move through your day. Multiple projects” means more than just multiple schedules. It means multiple risks, stakeholders, and budgets. It means recognizing priorities and delegating wisely. It also means identifying the objectives of stakeholders, both overt and covert, and ensuring that those objectives are served in priority order.

It requires extensive integration of a project manager's understanding of risk, human resources, schedules and costs. In this course, you will learn techniques for establishing priorities, identifying risks generated by the multi-project environment, sharing resources and managing your energy.

This course presents techniques for identifying what constitutes your individual portfolio, establishing priorities, sharing resources across multiple projects, and managing your day to day responsibilities.

- ✓ Establish current workload and visualize the multiple project matrix
- ✓ Recognize and evaluate priorities
- ✓ Establish integrated schedules and integrated performance measurement
- ✓ Consistently identify the objectives of multiple project stakeholders and prioritize
- ✓ Apply risk management on multiple projects concurrently;
- ✓ Influence organizational authority by applying consistent work authorization practices;
- ✓ Implement strategies to optimize your time in value-added activities
- ✓ Develop leadership and motivation skills for maximum output and alignment