

MANAGING MULTIPLE PROJECTS

Seminar 134

Seminar Overview

Designed for trained and experienced project managers, this seminar builds on your knowledge and experience to improve your skills in handling multiple projects simultaneously. You'll learn how to set up a project to virtually run itself, so if one project gets into trouble, it won't stress your other projects. You'll discover how to develop technical and group leaders to help reduce your workload. You'll determine which parts of the projects can be delegated, and which parts you'll have to watch yourself.

This seminar offers new, modern, and proprietary technologies to maximize resources, reduce overload, and improve efficiency and project quality. Learn how to synchronize your multiple projects to maximize resources using modern and proprietary technologies. You'll discover how to define work packages, integrate project quality, and improve your WBS to ensure clear activity execution — reducing rework and last-minute emergencies. This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™² Technology
- PMBOK® Guide² Aligned
- Developed by PMP¹s & AMA³-Certified Trainers

Who Should Attend

This seminar is only for trained and experienced project managers. Successful attendees will have a minimum of three (3) years experience in formal project management, and have taken basic project management and a minimum of two (2) seminars in the senior project management curriculum

Project Team	Management	Disciplines
✓ Advanced Project Managers	Senior Managers	✓ Technical
Project Managers	Business Analysts	✓ Non-Technical
Architects & Group Leaders	✓ PMO/Project Specialists	✓ Pharma/Biomed
Developers and Staff	Functional & Line Managers	✓ IT

What's Covered

- Developing and delegating to group leaders
- Prioritizing projects
- Project Threading™
- Efficient multi-project communication tools
- Multi-project status meetings
- Multi-project resource balancing
- Multi-project Critical Chain
- Project synchronization and pipelines
- Maximizing resource utilization
- Queuing theory applied to multi-project resource management
- Earned value for multiple project environments
- Use milestones to develop inter-project coordination

Your Benefits

- Constantly know the correct status of each project
- Know other projects will run well when you're drawn into handle a difficult project
- Improved communication
- Lighten your workload
- Communicate better with senior management
- Increase multi-project predictability
- Reduce risk of any project affecting others
- Reduce fire-fighting and emergencies
- Stabilize cash flow and work flow
- Develop self-running projects
- Create a Muda-Free Zone™

SEMINAR SYLLABUS

Day 1

1. Foundation for Multi-Project Success

We begin the seminar by establishing a solid framework and foundation for handling multiple projects. We examine key skills in project management, resource management, and work management needed for a successful multi-project environment.

- Managing multiple projects
- Multi-Project environments
- Problems encountered when handling multiple projects
- Muda-Free Zone™ multi-project management

2. Creating Project Plans for a Multi-Project Environment

Many of the tools we need for a successful multi-project environment are already at our fingertips. In this module, we employ and enhance our understanding of project management to establish successful multi-project plans.

- Characteristics of successful multi-project work breakdown structures
- Multi-Project communication tools
- Multi-Project change management
- Inter-project risk management

3. Delegation

As our responsibilities increase, so must our influence. This module covers delegation from a project and multi-project perspective. Learn now to employ your existing resources to help off-load your time while ensuring the project will run your way.

- Developing group and technical leaders
- Delegating parts of the project
- Employing functional managers
- Knowing when to let go
- Capturing accurate status from leaders

Day 2

4. Prioritizing Projects

With our project plans and team ready, it's time to start scheduling our multiple projects. In this module, we go beyond the classical prioritization mechanisms. Here, we look at prioritization from a tactical perspective to capture the information we needed to get all our projects done successfully.

- A foundation for multi-project prioritization
- Financial prioritization
- Program and portfolio prioritization
- Muda-Free Zone™ prioritization

5. Project Threading™, Synchronizing, and Throttling

Prioritizing projects is just the first step. Once our projects are prioritized, we need to apply tools and techniques to achieve individual project's objectives in a dynamic, multi-project environment.

- Critical chain applied to multi-project management
- Project throttling
- Project synchronizing and pipelining
- Project threading™
- Advanced multi-project resource planning

Day 3

6. Managing Your Multiple Projects

We're now ready to put it all together. Learn how to develop, delegate, and manage your multiple projects — successfully and without stress.

- Employing project quality to reduce risk
- Employing ownership
- Tracking multiple projects
- Multi-project status meetings
- Multi-project status reporting
- Communicating in a multi-project environment
- Change management in a multi-project environment

7. Developing a Multi-Project Strategy

In our final module, we take a real case study from the class and develop a strategy for multi-project success. Attendees examine the issues, problems, politics, and mechanics of a real multi-project environment. Using the tools presented in the seminar, attendees develop the strategy and tools necessary to handle the situation.

Seminar Logistics and Pricing

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

Duration: 3 Days	Prerequisites: Senior Project Manager^a
Max Attendees: 20	PDU's: 18
<p>All Ally seminar fees include travel for the seminar leader inside the continental US, attendee's seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required. Allibus corporation is not a PMI registered provider, however this seminar is eligible for PDU's. Enter your PDUs under category 4. Ally will provide proper documentation upon successful seminar completion.</p>	

- a. Attendees should have a minimum of three (3) years experience applying formal project management plus have taken a minimum of two (2) seminars at the senior project management level.

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1. PMBOK Guide, PMI, PDU, and PMP are registered trademarks of the Project Management Institute.
 2. Muda-Free Zone and Activity Threading are trademarks of Allibus Corporation
 3. AMA is the American Management Association, International

