New Leaf
PROJECT MANAGEMENT

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MULTIPLE PEOPLE ON MULTIPLE PROJECTS

Managing the challenge of multiple projects

A 1-day, 7 PDU (0.7 CEU) instructor-led program

This powerful 1-day program shows you **how to manage multiple projects** – how to administer people within a project and across the portfolio. You will learn how to maintain an on-going relationship between a project's need to balance scope, schedule, and cost, and the organization's need to achieve its strategic objectives.

For an individual project, you will explore how to judge a particular project's overall business worth, how to value the product's component features, and how to report on (and respond to questions about) the project's business value at the critical phase reviews.

The individual contributor will learn how to balance multiple commitments to several projects as well as regular functional job obligations.

The project portfolio manager will learn how to rank projects, how to revise that ranking, and how to get the necessary information to make good resource decisions about each project in a portfolio. Participants will also learn how to optimize resources across the demands of several projects.

The program emphasizes tools and techniques that address real business needs. Participants will leave the program with spreadsheets and graphics to use back at work every day.

The program includes the latest terminology from the Project Management Institute's (PMI) *The Guide to the Project Management Body of Knowledge* (*PMBOK Guide*®, *Fourth Edition*) and the *Standard for Portfolio Management (Second Edition).*

Upon completion, you will be able to:

- Understand how to balance and allocate resources within a project.
- Understand how to balance and allocate resources across the portfolio.
- Value trade-offs within a project.
- Prepare for an effective project phase review.
- Make the critical go/no-go decisions at every phase in your lifecycle.
- Execute an effective on-going portfolio review.

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Who will benefit?

- Executives involved in multiple project management
- Senior project managers managing multiple projects
- Project and program managers managing multiple projects
- Senior technical leads who participate in multiple projects
- Project managers and team leaders who wish to manage multiple people on multiple projects

AGENDA

- Introduction
- Which are your critical projects?
- How do you balance obligations to both functional jobs and project activities?
- What are the limits of an individual person in the average work month?
- How does leveling resources help the project and the portfolio?
- What tools help balance project and portfolio trade-offs?
- What are the guidelines for assigning people among competing projects?
- How do you identify a critical "portfolio" resource?
- How do you conduct a portfolio resource allocation meeting?
- How do you decide which project gets the critical resource?
- How do you make the best possible project phase-review presentation?
- How can you protect your project during a portfolio review?
- How can graphics help allocate resources across the portfolio?
- What lessons can you apply back at work?