



The ARC Training Group
A Division of The ARC Consulting Group, Inc.
A Profit Enhancement Firm
Providing Educational and Consultative Services to the
International Business Community

SEMINAR FACT SHEET

SUCCESSFULLY MANAGING MULTIPLE PROJECTS

Seminar 643

Seminar Overview

Few project managers are blessed with handling only one project. If you're a seasoned project manager, but being asked to handle multiple projects, this course is designed for you.

Learn how to prioritize projects, and balance resources and risks across multiple projects. Learn the essentials of program and portfolio management. Learn advanced techniques in long-term, mid-term, and short-term resource management across your project base.

If you're ready, it's time for the next step.

This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™ Technology
- PMBOK¹ Guide[©] Aligned
- Developed by PMP¹s & AMA-Certified Trainers

Who Should Attend

This course is for seasoned project managers only. A solid understanding of formal project management is a prerequisite. The seminar is intended for:

Project Team	Management	Disciplines
✓ Project Managers	✓ Senior Managers	✓ Technical
✓ Team & Technical Leads	✓ Functional & Line Mgrs	✓ Non-Technical
✓ Architects and Designers	Supervisors	✓ Pharma/Biomed
Developers and Staff	✓ PMO/Special	✓ IT

What Will Be Covered

- Prioritizing project to best achieve organizational objectives
- Balancing resources across a multiple project base
- Advanced risk management techniques
- Financial portfolio management tools
- Balancing resources with operations and normal functional activities
- How the organizational structures can improve multi-project management
- Network affects of project and program risk management
- Managing programs and portfolios using Earned Value
- Define inter-project coordination points to maximize control, tracking, and quality
- Inter-Project Critical Path
- Advanced techniques for long-term, mid-term, and short-term resource balancing
- Resource utilization and its effects in a multi-project environment

Your Benefits

At the completion of this course you will be able to:

- Focus the right people on the right projects at the right time
- Reduce or eliminate project risks
- Align projects with organization direction and objectives
- Determine root cause for project problems
- Make time your ally instead of your enemy
- Coordinate multiple projects easily and smoothly
- Track and report on multiple projects accurately
- Improve resource utilization without sacrificing quality

SYLLABUS

Day 1

1. Introduction

- Goals of Multi-Project Management
- Multi-Project Management Across the Organization
- Multi-Project Management Environments
- Strategic Planning

2. Prioritizing Projects and Constraints

- Understanding Stakeholder Expectations
 - Prioritizing Goals
 - Qualitative Analysis
 - Nominal Group Technique
 - Interrelationship Diagrams
 - Quality Function Deployment (QFD)
 - Financial Analysis, including IRR, NPV, Payback
 - Benefits/Cost Ratios
 - Organizational Effects on Priorities
 - Balancing Program Constraints
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Day 2

3. Design and Develop Multiple Project Plans

- Making Time Your Ally
- Delegation
- Background Projects and Activities
- Balancing Time and Resources
- Defining Inter-Project Coordination Points
- Using Inter-Project Float
- Multi-Project Resource Balancing
- Balancing Resources in a Matrix Environment
- Balancing Inter-Project Dependencies

4. Balancing Risks across Multiple Projects

- Program Risk Management
- Balancing Risks Across Multiple Projects
- Advanced Risk Management
- Delphi Technique
- Monte-Carlo Analysis
- Human Resource-Related Risk Management
- Establishing Contingencies and Reserves
- Ranking Risks
- Network Effects of Risk

SYLLABUS (CONTINUED)

Day 3

5. Monitoring Multiple Projects

- Reporting and Monitoring Techniques
- Typical Review Meeting Agenda
- Work and Time Management Reporting
- Change Management in a Multi-Project Environment
- Tracking Projects with Earned Value
- Root Cause Analysis in Multiple Projects

6. Advanced Multi-Project Resource Management Techniques

- Integrating Project Work with Operations and Other Functional Duties
- Critical Chain in a Multi-Project Environment
- A Scatter-Factor Model for Long-Range Resource Planning
- Project Throttling Techniques and Project Synchronizers

7. Summary and Review

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: Formal PM Training
Seminar Fee: \$11,900. (avg \$600/person)	Max Attendees: 20
Fees include travel for the seminar leader, all seminar materials, TAM, and most customizing. Client is responsible for room and seating, snacks; audio/video equipment; flip-chart stands and pads as required.	

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