# MANAGING MULTIPLE PROJECTS



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# Introduction

Managing Multiple Projects is a practical Training Course that helps professionals plan, coordinate, and deliver several projects at the same time without losing quality or control. Participants learn how to balance competing deadlines, allocate limited resources, and keep stakeholders informed across a busy portfolio. The course combines proven portfolio management methods with hands-on planning exercises, so learners leave with tools they can apply immediately. Furthermore, it addresses the real pressure of shifting priorities, conflicting demands, and constant interruptions that define modern project work. As a result, participants gain a clear system for deciding what to do first and how to protect delivery schedules.

# Managing Multiple Projects Course Objectives

- Apply portfolio-level prioritisation to rank projects by value, risk, and urgency.
- Build integrated schedules using Gantt charts and critical path analysis.
- Manage shared resources with resource levelling and capacity planning.
- Control scope across parallel projects using a change control log.
- Track progress with earned value management (EVM) and milestone dashboards.
- Identify, assess, and mitigate cross-project risks using a risk register.
- Communicate status clearly to sponsors and teams with concise reporting formats.
- Apply PMBOK and PRINCE2 principles to multi-project environments.
- Reduce context switching and protect focused working time.
- Resolve conflicts between project teams through structured negotiation.

# Course Methodology

- Interactive workshops built around real multi-project scenarios.
- Guided practice with Gantt charts, Kanban boards, and risk registers.

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- Group discussion and peer review of participant schedules.
- Case studies from portfolio-driven organisations.
- Self-assessment tools to identify personal time-management gaps.
- Action planning that turns each lesson into a workplace next step.

## Who Should Take This Course

- Project managers handling two or more concurrent projects.
- Programme and portfolio coordinators.
- Team leaders with shared staff across projects.
- PMO analysts and planning engineers.
- Department heads overseeing several initiatives.
- Consultants and engineers moving into multi-project roles.

## Managing Multiple Projects Course Outlines

## Day 1: Foundations of Multi-Project Management

- The difference between project, programme, and portfolio management.
- Common failure points when managing several projects at once.
- Setting up a project prioritisation matrix.
- Aligning projects with organisational strategy.
- Roles and responsibilities in a multi-project environment.
- Building a simple portfolio dashboard.
- Defining success measures for each project.

## Day 2: Planning and Scheduling Across Projects

- Work breakdown structures for parallel projects.
- Building Gantt charts with dependencies and lead times.
- Critical path method and float analysis.
- Rolling wave planning for uncertain scopes.
- Milestone planning and stage gates.
- Buffer and contingency planning.
- Keeping schedules realistic when priorities shift.

## Day 3: Resource and Capacity Management

- Resource levelling and smoothing techniques.
- Identifying overallocation and bottlenecks.
- Capacity planning across teams and departments.
- Negotiating resource conflicts with line managers.
- Managing contractors and shared specialists.
- Using RACI charts to clarify ownership.
- Building a resource heat map.

## Day 4: Monitoring, Control, and Risk

- Earned value management basics for multi-project tracking.
- KPI selection and progress dashboards.
- Variance analysis and corrective action.
- Building and maintaining a cross-project risk register.
- Issue escalation paths and governance.
- Change control across parallel projects.
- Running effective status review meetings.

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## Day 5: Stakeholders, Communication, and Personal Productivity

- Stakeholder mapping and engagement planning.
- Reporting formats sponsors actually read.
- Managing expectations when delays occur.
- Personal time management and context switching.
- Delegation and prioritisation habits.
- Managing stress and workload peaks.
- Building a personal action plan for the next 90 days.

## Conclusion

By successfully completing Managing Multiple Projects, participants will gain a structured approach to prioritising, scheduling, and controlling several projects at once. They will have acquired practical planning, resource management, and reporting skills that improve delivery reliability and reduce stress. In addition, they will know how to align project work with organisational strategy. Gentex Training Center designs this course to give professionals tools they can use on the first working day after the programme ends.

## FAQs for the Managing Multiple Projects course

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## Q1 What is the "Managing Multiple Projects" course about?

It is a five-day programme on planning and controlling several projects at once. It covers prioritisation, scheduling, resource sharing, risk management, and stakeholder communication, using frameworks such as PMBOK, PRINCE2, and earned value management.

## Q2 What are the key benefits of the "Managing Multiple Projects" course?

Participants gain better control over competing deadlines and fewer missed milestones. They reduce resource conflicts, improve reporting quality, and make faster prioritisation decisions. Organisations benefit from more predictable delivery, clearer governance, and lower project risk across the portfolio.

## Q3 What skills will I gain from the "Managing Multiple Projects" course?

You will gain portfolio prioritisation and scheduling, resource and capacity management, cross-project risk and performance control, and stakeholder communication and reporting.

## Q4 What tools, methods, or standards are covered in the "Managing Multiple Projects" course?

The course covers Gantt charts, critical path analysis, work breakdown structures, RACI charts, resource levelling, Kanban boards, risk registers, earned value management, prioritisation matrices, and the PMBOK and PRINCE2 frameworks.

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## Q5 How is the "Managing Multiple Projects" course applied in real-world practice?

Participants apply it by building portfolio dashboards, running stage-gate reviews, negotiating resource conflicts, and reporting to sponsors. PMO teams use the same methods to coordinate programmes and balance capacity across departments.