

# Juggling Multiple Projects

WCP

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## What our clients say about this course...

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*"I enjoyed the anecdotal examples/ stories. These often helped to reinforce the ideas. The practical exercises were also very useful in committing these practices to memory."*

*– Andrew Frost, ESRI Canada*

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*"Appreciated the visual examples used (makes it easier to understand and visualize!)."*

*– Lisa Sharp, Alberta Ministry of Agriculture and Food*

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*"Course provided me with effective and timely new tools to deal with very real Project Management situations. Classes were well presented and delivered on the promises made in the course description."*

*- Participant public course*

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*"Focused and to the point. Nicely done!"*

*– George Bailak,  
L3 Communications*

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*"A great follow-up to the fundamentals! This has hit the spot for me, and I know I will be referring to my 'lessons' frequently. Thanks!"*

*- Participant, public course*

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Even the most experienced project managers find that when they take on an increasing number of projects, life doesn't just get a bit tougher — it gets a lot tougher!

The *Juggling Multiple Projects* course was developed in 2000 to help with this reality. While the course cannot offer "silver bullets", it does offer proven techniques for managing multiple projects. The course pays special attention to projects that draw upon a shared resource pool.

This is a two-day advanced course, and should be taken only by those who are already very comfortable with the fundamental tools of project management.

On the first day of the course, through instructor-led discussions and hands-on group exercises, participants discover how to adjust their project management methodology from one suited to managing one or two projects, to one more effective for managing multiple projects.

On the second day of the course, participants learn strategies for moving forward with their new knowledge — so that the lessons of days one and two can be applied on day three — when they return to work. The course accomplishes this transition through a series of group exercises and discussions using both real and very realistic scenarios. By the end of the two days, participants not only have learned new techniques for dealing with multiple projects, they have the wherewithal to apply them on the job.

Offered three years in a row at the annual ProjectWorld conference, and across Canada through several associate universities, this often imitated\*, never duplicated, course resonates with project managers who need to go to the next level.

\* Until 2005, the *Juggling Multiple Projects* course was offered publicly through Schulich School of Business. The course of the same name now offered by Schulich — although having a similar outline — is not the WCP course.

**Public deliveries of our Juggling Multiple Projects course, are offered regularly through U of T and UW.**

Please see the following pages for the full course description.

# Juggling Multiple Projects

WCP

This advanced level 2-day course provides insights, strategies, and tools for managing multiple projects. You will learn how to schedule multiple projects so that minor delays in one project do not cause a domino effect requiring rescheduling of all projects. This course also provides techniques for increasing your personal and corporate capacity for managing multiple projects. Finally, *Juggling Multiple Projects* helps you understand how to advance from a project management methodology suited to one or two projects to a methodology capable of handling multiple projects.

## Who should attend

- Project Managers
- Resource Managers
- Project schedulers
- Anyone involved in decisions to implement an 'enterprise project management (EPM)' software tool

## Materials

- Course materials containing copies of presentation slides, exercises, and suggested solutions
- A reference CD with course related reference materials
- A framed certificate of completion

## Learning objectives

Participants of this course will be able to...

- Schedule shared resources so that delays in one project do not cause a domino effect on the others
- Increase capacity for managing multiple projects — by reducing the overhead required in managing each one
- Identify key resources and avoid turning them into a bottleneck, while actually increasing their capacity
- Communicate with confidence the approach necessary to move forward and apply the methodologies learned
- Handle problems that often interfere with our ability to manage multiple projects

## Prerequisites

This is not a beginner course. In addition to the following prerequisites, prior to taking this course participants should have hands-on project management experience.

- 3-day Project Management Essentials (or its equivalent)
- Exposure to and use of a project management software tool such as Microsoft Project is an asset but not required.

## Course outline

### DAY 1

- Introduction
- What type is your project portfolio?
- Building on project management for single projects
- Understanding the problem
- Methodology for managing multiple projects

### DAY 2

#### Moving Forward — Strategies for Success

- Break the Cycle
- Active Sponsorship
- Staying Organized
- Delegating Effectively
- Making sure the Matrix works
- Increasing Productivity

## Additional information

- Participants of this course will qualify for 14 Professional Development Units (PDUs).
- In addition to in-house, this course is also offered publicly in association with the following organizations:
  - [University of Toronto's Professional Development Centre](#)  
(At U of T, this course is known as "Taking Charge of Multiple Projects")
  - [University of Waterloo Continuing Education Department](#)

## For more information contact

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