

# Managing Multiple Projects, Priorities and Deadlines

## Course Overview

Employees are constantly faced with multiple projects and too many deadlines, all of which have top priority. Managing competing projects, objectives and deadlines requires concentration, skill and dedication. Develop a tool kit of techniques and tactics to employ when scheduling project actions, managing deadlines and delegating tasks.

The proven methods of planning, executing and monitoring provided in this course will facilitate productive project results. Apply standards for managing priorities and reap the benefits of respect, trust and accountability. Implement a plan for productivity using a scope management plan and project portfolios; and in instances where deadlines are missed and the project stalls, use techniques from this course to positively push forward.

## Module 1

### Finding Value Across Multiple Projects

Develop a Project Value Mindset® to maximize uncertainties as a potential source for diverse perspectives and the possibility of expanded value.

- Recognize the common traits of the Project Value Mindset®
- Determine your disposition for seeking improvement and overachievement opportunities
- Identify the components of measuring costs and calculating value

## Module 2

### Preparing to Handle Competing Priorities

Know how to prioritize work in order to improve project success, motivate project teams and build integrity.

- Recognize how multitasking impacts quality
- Indicate precedence among competing priorities using the PERT chart
- Identify the benefits of delegation for managers and team members

### Module 3

## Managing and Setting Achievable Objectives

The authority of the project manager is to manage expectations and translate needs into achievable goals and objectives.

- Recognize the difference between excellence and perfection
- Define achievable objectives using the ACTION system
- Identify project tasks using the work breakdown structure (WBS) and Gantt chart

### Module 4

## Planning to Increase Project Profitability and Productivity

Implement a plan for productivity using a scope management plan and project portfolios.

- Identify real and fake deadlines to reveal stakeholder expectations
- Define the three elements of a scope management plan
- Determine the necessary components of a project portfolio and multi-project portfolio

### Module 5

## Scheduling and Establishing Accountability

Combat procrastination, poor planning, disorganization and indifference by scheduling with accountability

- Complete the Scheduling Accountability Assessment to identify areas for improvement
- Indicate the most productive times for daily tasks using the time accountability log
- Discuss the meeting responsibilities of project managers, stakeholders and project team members

### Module 6

## Identifying Risk and Limiting Burnout

Decide how to identify, prioritize and categorize risk to plan for success and limit burnout when problems arise.

- Categorize project risk using the risk matrix
- Describe the essential elements of an issue log to track risk
- Discuss recovery techniques to bounce back from stalled projects and missed deadlines