

Managing Multiple Projects, Programs, and Portfolios

Course Description

This workshop helps participants tackle the next level of proficiency required to become an effective manager of multiple, simultaneous projects, programs, or portfolios. Overall, the skills needed to manage multiple projects, programs, or portfolios successfully are quite similar.

Since many organizations operate with a matrix structure, *project managers* must focus on completing the project deliverables under the constraints of scope, time, cost, quality, resources, and others. A *program manager* must coordinate a group of related projects to provide the desired benefits to the organization. A *portfolio manager* must focus on prioritizing a mix of project and programs to achieve the organization's strategic objectives. This workshop addresses management issues in each of these realms.

In this workshop, participants will explore the challenges facing anyone who *manages multiple activities*. They will learn techniques for *personal time management* and for prioritizing activities and projects. They will discover the benefits and uses of a project or program management office (PMO). Participants will develop an understanding of the role of the program manager and portfolio manager.

Who Should Attend?

The workshop is intended for project managers, executives, project sponsors, business strategy professionals, business analysts, subject matter experts, and project team participants.

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Workshop Objectives

In this course you will learn to:

- ◆ Define projects, programs, and portfolios.
- ◆ Determine how projects are strategically link to an organization's goals.
- ◆ Develop skills in personal time management.
- ◆ Allocate and apply resources.
- ◆ Establish a prioritization process.
- ◆ Rank programs based on strategic needs.
- ◆ Group related projects as programs.
- ◆ Identify the benefits of program management, the PMO, and portfolio management.
- ◆ Describe portfolio management processes.

Sources of Course Materials

The course materials are based on the following documents produced by the Project Management Institute.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fifth Edition

The Standard for Program Management, Third Edition

The Standard for Portfolio Management, Third Edition

Organization Project Management Maturity Model (OPM3®), Third Edition

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Rank Projects
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Program Strategy Alignment
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Program Stakeholder Engagement
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Program Management Office
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Portfolio Management

Portfolio Management
Gather Information
Assess Resources
Select Projects
Review and Revise