COURSE NAME

Managing Multiple Projects Certified Program by PMI

COURSE DURATION

Five days

COURSE DESCRIPTION

The Managing Multiple Projects – Certified Program, offered by Arcan Academy, is a comprehensive training program designed to equip participants with the knowledge and skills required to effectively manage multiple projects simultaneously. This program covers the principles and concepts of project management, including project planning, execution, monitoring, and control, as well as effective management techniques for multiple projects. The program includes lectures, case studies, group discussions, and practical exercises to provide participants with a deep understanding of project management and effective management techniques for multiple projects. Additionally, this program provides participants with the necessary knowledge and expertise to successfully manage multiple projects and deliver successful outcomes.

COURSE OBJECTIVES

The objective of the Managing Multiple Projects – Certified Program is to provide participants with a comprehensive understanding of project management principles and techniques, as well as effective management techniques for multiple projects. By the end of this program, participants will be able to apply project management concepts and principles in real-world situations, understand effective management techniques for multiple projects, communicate with stakeholders, manage project scope, schedule, cost, quality, resources, and risks, and understand professional and social responsibility in project management. Moreover, participants will be well-prepared to effectively manage multiple projects, prioritize tasks and resources, manage conflicts and risks, and deliver successful outcomes for each project. This program is ideal for project managers, team leaders, and professionals who are responsible for managing multiple projects simultaneously and aspiring to enhance their project management and management skills to advance their careers in project management.

DAY ONE

- **Project Management Key Concepts**
  - Projects and Operations
  - Current Trends
  - What Projects Exist Within an Organization
  - Why Projects Fail?
  - PM Key Concepts
- **Project Life Cycle and PM Phases**
  - Project Phases
  - Project Life Cycle
  - Project Management Processes
- **Initiating Projects**
  - Purpose of initiating Projects
  - The Project Charter
  - Project Kick Off Meeting
- **Planning Projects**
  - Propose of Planning Projects
  - The Work Breakdown Structure
  - Develop the Project Plan

DAY TWO

- **Planning Project, Continued**
  - Develop the Resource Plan
  - Cost Estimating and Cost Budgeting
  - Establishing The Project Team
  - Communication Plan
  - Procurement Plan
  - Risk Management Plan
  - The Project Management Plan
- **Implementing Projects**
  - Executing Projects
    - Purpose of Executing Projects

- Scope Verification
- Distributing Project Information
- Project Team
- Quality Assurance
- Contract Administration
- Purpose of Controlling Projects
- Updating The Project Schedule
- Performance Measurement Using Earned Value
- Change Control

- **Closing Projects**
  - Purpose of Closing Projects
  - Identify Inputs and Outputs, Tools and Technique
- **Organizational Impacts Of Project Management**
  - HR Requirements
  - Functional, Matrix and Projectized Organization
- **Role of Project Manager**
  - Project Manager Roles
  - Project Manager Responsibilities
  - Project Manager Skills

DAY THREE

- Multi-PM and Single Project PM
- Difference Between MPM and SPM
- Criteria for selecting Projects in MPM Grouping
- Benefits of MPM
  - Portfolio Management
  - Resource Management
  - Collaboration
  - Organization Wide Planning
  - Process Management

- **The Project Management Office**
  - PMO Functions
  - PMO Positions
  - Keys To Successful PMO Deployment
- **Enterprise Project Management Solutions**
  - EPMS Functions
  - Objectives of EPMS

- Can EPMS Save On Project Spending?
- Selecting An EPMS solution
- **Project Management Education**
  - Areas of PM training
  - Who needs PM Training?
  - How to setup PM Training Program?
- **Project Management Maturity**
  - Level 1: Ad Hoc
  - Level 2: Consistent
  - Level 3: Integrated
  - Level 4: Comprehensive
  - Level 5: Optimizing

DAY FOUR & FIVE

Workshops

- Implementing Multi- Project Management Information System
- Creating MPM Database
- Creating Project Templates
- Create A New Project
- Single Project Reporting
- Multi- Project Reporting
- Updating the Project Plan

TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

DELIVERY METHOD:

- In person
- Online