

# HP Education Services Course Description

Managing Multiple Projects (HE549S)



Project managers today rarely have the luxury of managing a single project in a single location or working on a project with a co-located team. Managing multiple projects is an organizational necessity but presents challenges for the project manager, primarily in terms of conflicting priorities and limited resources. Geographically dispersed projects in the global business environment present additional challenges in terms of project integration and communications management. This 3-day course focuses on these challenges and emphasizes the tools and techniques for project success.

## Audience

- This course is intended for project managers interested in best practices that apply to diverse projects in multiple industries. It is especially suited for people seeking project management certification
- By successfully completing this course, the participant earns 21 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification requirements

## Prerequisites

- Formal project management training such as that available in the Project Management Fundamentals (HC577S) course plus other core project management courses

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**Course title:** Managing Multiple Projects

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**HP product number:** HE549S

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**Category/Subcategory:** Project Management/Intermediate Project Management

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**Course length:** 3 days - 21 PDUs

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**Level:** Intermediate level of proficiency

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**Delivery language:** Varies by country

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**To order:** You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then choose "registration" or "Book a course" and fill out the online registration form

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## Course objective

Learn how to:

- Identify the critical success factors and high risk areas with multiple projects and geographically dispersed projects
- Manage multiple projects or geographically dispersed projects successfully
- Use tools and techniques to assist in the management process
- Establish a multiple project management information system
- Build a virtual team
- Develop a comprehensive communications plan
- Effectively use and work with cultural differences

## Benefits to you

- Become aware of facts, terminology, or processes related to Project Management best practices
- Gain a working knowledge of facts, terminology, or processes related to managing multiple projects that you can use to perform your job

## Why education services from HP?

- **One-Stop Shopping**  
Project management training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training. Worldwide leader in numbers of qualified PMP® certificants
- **Global Training Locations**  
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**  
Need work-sensitive preparation for the PMP® exam, or just review a specific topic? End-to-end delivery choices – traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs – all available globally
- **Engaging, Effective Courseware**  
World-class reference materials – real case studies, example projects, individual and group exercises, fun and engaging simulations
- **Expertise**  
Highest quality, most experienced instructors who have real world hands-on project experience. Feel safe with HP's award-winning world class service

## Next steps

- PMP® Express: Certification Preparation (HE550S) or other advanced Project Management topics leading to recognition of your knowledge and skill by passing the Project Management certification examination appropriate to your country or region

## Detailed course outline

### Today's Project Manager

- Objectives
- Trends
- Key Definitions
- Triple Constraint
- Projects are Customer-Driven
- Individual Activity: Project Management Changes
- Global Projects
- Project-Based Organizations
- Individual Activity: PM In Your Organization
- Stakeholder Management

### Managing Multiple Projects

- Objectives
- Different Perspectives
- Difficulties Managing Multiple Projects
- Multiple Project Management Issues
- Challenges and Needs
- Standard Tools
- Work Breakdown Structure
- WBS Coding System
- Task Standardization
- Standardize Processes
- Standard Project
- Management Methodology
- Standard Tools
- Work Breakdown Structure
- WBS Coding System
- Task Standardization
- Standardize Processes
- Scheduling and Resource Allocation
- Sequencing Multiple Projects
- Mathematical Programming
- Heuristic Techniques
- Resource Assignment Matrix

- Using Multiple Suppliers
- Promoting Cooperation in Multiple Project Management

### **Multiple Project Reporting and Control**

- Objectives
- A Stream of Projects
- Monitoring and Control
- Establishing a Multiple Project Management Information System
- System Requirements
- Project Reporting
- Project Reviews
- Effective Project Meetings
- Final Project Reviews

### **Managing Geographically Dispersed Projects**

- Objectives
- The Virtual Organization
- The Geographically Dispersed Project
- Transitioning to Virtual Operations
- A Parallel WBS for a Global Project
- Risk Management Overview
- Communications Planning
- Control Levels Role Play
- Communications Principles
- Types of Communications
- Individual Activity: Ranking of Communications Media
- Internet and Intranet Tools
- Create an Electronic Watercooler
- Establish a Web-Based Team Room
- Personal Web Page
- Bulletin Boards
- Critical Success Factors

### **Managing Virtual Teams**

- Objectives
- Definitions
- Building a Virtual Team
- Virtual Team Principles
- Virtual Project Manager
- Establish a Team Charter
- Advantages of Virtual Teams
- Challenges with Virtual Teams
- Risks with Virtual Teams
- Risk Responses
- Selecting Team Members
- Resolving Conflicts
- Team Member Responsibilities
- Successful Virtual Teams

### **Cross-Cultural Communications**

- Objectives
- Definitions
- Cross-Cultural Misperceptions
- Project Teams and Cultural Variables
- Individual Activity: Culture Checklist
- Culture and Projects
- Culture Dimensions
- Cultural Variables
- Other Considerations
- Culturally Diverse Environment
- Cross-Cultural Guidelines

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