

# HOW TO MANAGE MULTIPLE PROJECTS

**Why is it good to strategize multiple project management?**

1. Helps meet requirements
2. Reduces stress and anxiety
3. Streamlines processes
4. Better risk management
5. Change management
6. Closer collaboration

**Build a strategy in 9 steps**

1. Use software solution for all projects
2. Prioritize tasks and complete accordingly
3. Define as much as possible
4. Be a vigorous planner
5. Use time management
6. Set milestones
7. Review and adapt your plans
8. Never stop learning
9. Communicate regularly

# Managing Multiple Projects

**Michael S. Dobson PMP, Deborah  
Singer Dobson M.Ed.**



## **Managing Multiple Projects:**

*Managing Multiple Projects* Michael Tobis, Irene Tobis, 2002-03-26 THE BRIEFCASE BOOKS SERIES Now translated into nine languages This reader friendly icon rich series is must reading for all managers at every level All managers whether brand new to their positions or well established in the corporate hierarchy can use a little brushing up now and then The skills based Briefcase Books series is filled with ideas and strategies to help managers become more capable efficient effective and valuable to their corporations Today s workplace is often complex and unpredictable yet most project management books address only the topic of managing individual projects and solving specific problems *Managing Multiple Projects* presents a realistic method for developing the individual and group skills needed to cope with competing demands It shows readers how to develop a reliable system for taking on multiple projects work with others to allocate conflicting workloads cope with the stress that comes from managing multiple projects and more **The Juggler's Guide to**

**Managing Multiple Projects** Michael Singer Dobson, 1999 Annotation In the past most project management books have focused on managing one project but in today s increasingly busy and stressful world it has become necessary to calmly and efficiently manage more than one project often several projects successfully at the same time This learned skill is valuable not only for project managers but also for anyone responsible for the successful outcome of multiple projects whether it is at the office or in the home Dobson says that you must first have a strong foundation in time management and priority setting then introduces the concept of Portfolio Management to timeline multiple projects determine their resource requirements and handle emergencies putting you in charge for possibly the first time in your life The Juggler s Guide to Managing Multiple Projects does not forget the paperwork Dobson supplies examples of business tested forms charts logs tables and worksheets everything project managers need to crash level analyze plan and control tasks Forms were never better explained or illustrated To ensure creative success Dobson adds tips shortcuts and tricks of the project management trade with each example *Managing Multiple Projects* Elizabeth Harrin, 2022-05-03 SHORTLISTED Business Book Awards 2023

Specialist Business Book Project management is changing Rather than focusing solely on one large project the majority of project managers are now expected to juggle multiple projects which brings a different set of challenges Between a greater number of project sponsors resource conflicts and constant pressure from deadlines it can be difficult to avoid burnout *Managing Multiple Projects* blends formal project management techniques with time management and productivity tools in a step by step approach to consolidating your workload From combining schedules to prioritising work and engaging stakeholders this book clearly explains how to adapt your behaviour and techniques to successfully work on several projects at once This practical guide provides answers to commonly asked questions such as how to reduce the number of meetings and how to manage a To Do list and includes case studies from real project managers Checklists for common tasks and adaptable templates of trackers and reports are combined with easily actioned exercises to improve processes *Managing*

Multiple Projects gives practitioners the tools they need to improve the chances of project success and maintain a work life balance Online resources include downloadable templates of productivity checklists and status reports      **The Juggler's Guide to Managing Multiple Projects** Michael Dobson,2003 Dobson says that you must first have a strong foundation in time management and priority setting then introduces the concept of Portfolio Management to timeline multiple projects determine their resource requirements and handle emergencies putting you in charge for possibly the first time in your life The Juggler s Guide to Managing Multiple Projects does not forget the paperwork Dobson supplies examples of business tested forms charts logs tables and worksheets everything project managers need to crash level analyze plan and control tasks Forms were never better explained or illustrated To ensure creative success Dobson adds tips shortcuts and tricks of the project management trade with each example      Managing Multiple Projects Lowell Dye,2002-06-04 Details time efficient and cost effective strategies to evaluate select prioritize plan and manage multiple projects Presents proven methods and practical applications for the development of successful project portfolios and prosperous multiproject environments Provides useful models and scheduling frameworks for increased quality and productivity      **Managing Multiple Projects** Lowell Dye,2002-06-04 Project leaders managers and team members as well as cost engineers analysts and students in project management and planning can glean ideas and methods for managing multiple projects from this reference It details time efficient and cost effective strategies for evaluating selecting prioritizing planning and managing multiple projects The editors present proven methods and practical applications for the development of successful project portfolios and prosperous multi project environments Edited by pioneers in the field with contributions from a panel of experts the book provides useful models and scheduling frameworks for increased quality and productivity      *The AMA Handbook of Project Management Chapter 26: Managing Multiple Projects-Balancing Time, Resources, and Objectives ,*      **Managing Multiple Projects : [Summary].** ,2018      **Managing Multiple Projects** Lowell Dye,2002-06-04 Details time efficient and cost effective strategies to evaluate select prioritize plan and manage multiple projects Presents proven methods and practical applications for the development of successful project portfolios and prosperous multiproject environments Provides useful models and scheduling frameworks for increased quality and productivity      *Managing Multiple Projects* Sebastian Kuklis,2021-07-07 If you re managing a team or program you likely have multiple projects in progress at the same time But keeping track of all the moving pieces can get complicated and fast Without a good process for managing multiple projects it s hard to know what work to prioritize how to help your team effectively manage their workload and if everything is all getting done on time Readers will learn to Decompose complex deliverables into manageable chunks Develop coherent plans for component projects Handle cross project dependencies Organize program staff and project leaders into a high performing team And more Yes program management is challenging But the most rewarding jobs always are Don t let yourself become overburdened and tempted to leave a field in high demand of hard workers such as

yourself These proven strategies are the key to finding both relief and success      *Advice for Managing Multiple Projects*, 2012 Every project manager knowingly or unknowingly manages multiple projects This article features nine project management professionals providing advice for managing multiple projects Each person describes how he or she has dealt with the issue Some identify the use of Excel Microsoft Office and Primavera as invaluable tools for tracking projects Others cite personal rules e g a limit of three projects at a time when dealing with multiple projects The professionals provide an example from their organization demonstrating the benefit of their advice      **Managing Multiple Projects** Michael S. Dobson PMP, Deborah Singer Dobson M.Ed., 2011-09-30 Let's face it who among us has only a single project Multiple projects are the norm not the exception and there are very good reasons why this is so A lot of projects simply aren't big enough to justify the investment of a full time project manager having only one is impractical Depending on the availability of resources a multiple project environment can accomplish substantial work while lowering the overhead burden of project management by consolidating processes In this book you will learn how to recognize the characteristics and to manage effectively in each of these situations how to plan and organize your work how to influence other people who may not report to you in an official supervisory capacity and how to get results This is an ebook version of the AMA Self Study course If you want to take the course for credit you need to either purchase a hard copy of the course through [amaselfstudy.org](http://amaselfstudy.org) or purchase an online version of the course through [www.flexstudy.com](http://www.flexstudy.com)      The Complete Idiot's Guide to Project Management with Microsoft Project 2003 Ron Black, 2005-01-04 The Complete Idiot's Guide to Project Management with Microsoft Project 2003 provides the perfect and complete solution Instead of just focusing on how to use the software this title teaches readers the concepts of formal project management then shows them how to use the most popular project management software to work through their goals objectives task lists phases tasks milestones charts and summaries      Portfolio and Programme Management Demystified Geoff Reiss, Paul Rayner, 2012-11-12 You're now responsible for a programme or you've got a portfolio to manage Where do you start Right here Projects are not simply the bread and butter of an organisation Form them into programmes or portfolios and they can be prioritised and integrated to deliver change to your organization in line with your strategic vision You will be able to control costs and risks and bring together a complex series of themes effectively This overhauled second edition now combines portfolio management as a parallel theme with programme management and it is brought in line with the current thinking of the Association for Project Management and the Project Management Institute It is written for managers in both the public and private sectors This new edition includes half a dozen short case studies from Belgium's Fortis Bank a software company local government and central government along with more on cross functional management Together with Project Management Demystified also from Routledge third edition 2007 it provides the tools to manage your projects your programmes and your portfolio to a very high level      Project Manager's Monthly Planner for Managing Multiple Projects Libby V. John, 2016-11-21 This Project Management Monthly Planner can help both new and experienced

Project Managers keep track of managing multiple projects on a monthly basis We all know how tough it can be to keep projects organized What did I do today What do I need to do for tomorrow What is the project status Did I remember to write down what was said in my team meeting or the meeting with my manager Did I send out that email These are common questions that we all go through on a daily basis as Project Managers I decided after 13 years of being a Project Manager with my PMP to come up with a monthly system to ensure that I am appropriately managing my time as a Project Manager on multiple projects This planner will guide you through a 31 day process of managing multiple projects Included in the planner are the following Action Log and Daily Calls Current Situation and Next Steps Project Phases Major Project Milestones Team Meetings Manager Meetings 1 1 Weekly Goals Monthly Goals Achievements Lessons Learned Plan Ahead Monthly Overview This is a simple yet structured planner for monthly use The goal is to provide a framework for the user to be able to incorporate their own details There are no dates or years in this planner This allows you to start as soon as you want Enjoy this planner

Multiple Choice Jennifer Kaniecki MacNeil,2016 Managing multiple projects presents a unique set of challenges for project managers but with some basic and creative techniques these issues can be addressed

Managing Multiple Projects Michael S. Dobson,Deborah Singer Dobson,2011 Let s face it who among us has only a single project Multiple projects are the norm not the exception and there are very good reasons why this is so A lot of projects simply aren t big enough to justify the investment of a full time project manager having only one is impractical Depending on the availability of resources a multiple project environment can accomplish substantial work while lowering the overhead burden of project management by consolidating processes In this book you will learn how to recognize the characteristics and to manage effectively in each of these situations how to plan and organize your work how to influence other people who may not report to you in an official supervisory capacity and how to get results

*Right Projects Done Right* Paul C. Dinsmore,Terence J. Cooke-Davies,2005-10-24 The Right Projects Done Right reflects the advances that have been made since the concern for managing multiple projects in organizations first emerged more than a decade ago This book includes findings and solutions that address three vital questions Has the right portfolio of projects been chosen to ensure that company strategy is implemented successfully Have the right projects with the right scope been selected as candidates for the portfolio Are the projects managed well Dinsmore and Cooke Davies help managers answer these questions by providing them with the information they need to implement an enterprise wide project management environment

The Ultimate Juggling Act Osama Aziz,Project Management Institute,2013 As IT organizations become more cost conscious project managers are expected to be a master juggler and are called to manage multiple projects at once particularly with small to medium projects that share the same pool of resources yet project management training often focuses on managing individual projects and is based on a linear approach to problem solving This paper proposes that project managers can add greater value to IT organizations by managing multiple concurrent small to medium projects The author identifies risks and

delivery challenges of managing multiple projects and offers effective planning strategies execution techniques and practical tips on managing multiple budgets and leveraging scheduling capabilities in project management software to assist with resource management     Managing Projects with Microsoft Project Gwen Lowery,1994 Timed for release with the latest version of the software this is the most up to date and advanced edition of Lowery s highly popular book She explains the concepts of project management from the ground up and takes the reader step by step through the features and applications of Microsoft Project 4 0

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