

# Managing Multiple Projects

Course Number: 6124

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods:

## Course Description

Gain insight into the challenges associated with balancing numerous projects, acquire the tools and techniques that support project success, and learn how to prioritize project work. You will also learn to multitask, plan and schedule projects, analyze schedules, and more through hands-on, project-based exercises.

## Intended Audience

This course is intended for intermediate level program and project managers.

## Course Learning Objectives

- Understand key concepts related to managing multiple projects
- Apply effective multitasking strategies
- Plan and schedule multiple projects
- Perform an assessment of multiple project schedules
- Prioritize and delegate project work
- Monitor, control, and report on multiple projects

## Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

## Course Schedule

DAY ONE	
MORNING	Lesson 1: Key Concepts
	Lesson 2: Multitasking
LUNCH	

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AFTERNOON	Lesson 2: Multitasking (continued)
	Lesson 3: Planning and Scheduling Multiple Projects

## DAY TWO

MORNING	Lesson 3: Planning and Scheduling Multiple Projects (continued)
	Lesson 4: Assessing Multiple Project Schedules
LUNCH	
AFTERNOON	Lesson 5: Prioritizing and Delegating

## DAY THREE

MORNING	Lesson 6: Monitoring, Controlling, and Reporting
LUNCH	
AFTERNOON	Lesson 6: Monitoring, Controlling, and Reporting (continued)
	Course Exam

## Learning Methods

Presentation, class discussions, practical activities, and group and individual exercises

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Management Services
- Level: Intermediate
- CPEs: 24

### Professional Development Units (PDUs)

- Credits: 21

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## Continuous Learning Points (CLPs)

- Credits: 24

## American Council on Education™ (ACE) Recommendation

This credential has been successfully evaluated by the American Council on Education for college credit. It is recommended for a total of 2 college credits. For more information about ACE Learning Evaluations, visit [www.acenet.edu](http://www.acenet.edu).

## Third-Party Certification Relationship

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This course provides a basis for those participants seeking the Project Management Institute (PMI)® Project Management Professional (PMP)® credentials.

## Management Concepts Certificate Program Relationship

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This is a core course in the following program(s):

- [Project Management Associate Track](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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### Suggested

- [Leadership and Communication Skills for Project Leaders](#)
- [Project Management Principles](#)

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

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## Follow-On Resources

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- [Making Decisions Using Earned Value](#)
- [Managing Scope, Schedule, and Cost](#)
- [Project Cost Estimating](#)
- [Project Risk Management](#)

# Managing Multiple Projects

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/6124>



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