Managing Multiple Projects - Certified Program

تقنيات ادارة مشاريع متعددة – معتمد عالميا

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Objectives

Organizations that are project driven are faced with the challenge of effective management of inter-dependent, varied priority, varied value, multi-players, shared-resources, short and long term, multiple-accountability, shared-authority, variable risk level and dynamic projects. Therefore, it is not enough to deliver single projects successfully. Leaders are focusing on the effectiveness of whole organizations, and the delivery of a web of changing and interacting projects to achieve the aims of their organizations. This call for a systematic approach for successful delivery of those projects: Management of Multiple Projects.

As a result of this course, attendees will be able to:

- Explain Multiple Project Management specifics and how it differs from the Traditional Project Management.
- Identify the benefits their organization will gain from implementing Multiple Project Management techniques.
- Obtain a systematic approach for implementing Multiple Project Management techniques at their organization.

In addition, there will be a case study on implementing Enterprise Project Management at an organization.

Who Should Attend?

This course is targeted for Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers.

IN WHAT INDUSTRIES
Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil and Gas\Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Banking, Financial Services, Information Technology, Telecommunication, Automotive, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Course Outline

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
  - o **Purpose of Closing Projects**
  - o **Identify Inputs and Outputs, Tools and Technique**

- Organizational Impacts of Project Management
  - o **HR Requirements**
  - o **Functional, Matrix and Projectized Organization**

- Role of Project Manager
  - o **Project Manager Roles**
  - o **Project Manager Responsibilities**
  - o **Project Manager Skills**

Day Three

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

- The Project Management Office
  - o **PMO Functions**
  - o **PMO Positions**
  - o **Keys to Successful PMO Deployment**

- Enterprise Project Management Solutions
  - o **EPMS Functions**
  - o **Objectives of EPMS**
  - o **Can EPMS Save On Project Spending?**
  - o **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 Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, and case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:
- Technical Session   08.30-10.00 am
- Coffee Break   10.00-10.15 am
- Technical Session   10.15-12.15 noon
- Coffee Break   12.15-12.45 pm
- Technical Session   12.45-02.30 pm
- Course Ends   02.30 pm

Course Fees*

- **2,950 USD**
  VAT is Excluded If Applicable

أهداف البرنامج

تواجه العديد من المنظمات التي تقوم بإدارة المشاريع المتعددة مع التحدي المتمثل في الإدارة الفعالة ، التي تعتمد على جملة متنوعة وقيمة متنوعة ، مع تعدد أصحاب المصلحة، وتقاسم الموارد، سواء على المدى القصير أوالطويل ،ومع تعدد المساءلة، وتقاسم السلطة، وتغير مستوى المخاطر ودينامية المشاريع. لذلك ، فإنه لا يكفي لتنفيذ المشاريع الواحدة بنجاح. فان الزعماء يركزون على فعالية المنظمات كلها ، وتسليم شبكة من التغير والتفاعل لتحقيق أهداف مشاريع منظماتهم. هذه الدعوة لأسلوب منهجي لنجاح تنفيذ هذه المشاريع : وهي (إدارة مشاريع متعددة).

نتيجة لهذا البرنامج ، سوف يكون الحضور قادرون على :

•شرح خصائص إدارة المشاريع المتعددة ، وكيف يختلف ذلك عن إدارة المشاريع التقليدية

•تحديد الفوائد وتنظيمها وكيف ستستفيد من تنفيذ تقنيات لإدارة المشاريع المتعددة

•الحصول على نهج منظم لتنفيذ تقنيات لإدارة المشاريع المتعددة في منظمتهم

بالإضافة إلى ذلك ، سوف تكون هناك دراسات حالة عن تنفيذ المشاريع لإدارة المشاريع في المؤسسة.

الحضور

ويستهدف هذا البرنامج الدراسي من أجل المدراء التنفيذيين ومدراء المالية ومدراء الموارد البشرية، ومديري المشاريع والمهندسين والمخططين ومديري تكنولوجيا المعلومات.