Publication date : 03/27/2024

Course : Mastering multi-project management

business or cross-functional projects

Practical course - 2d - 14h00 - Ref. ULT

Price : 1360 € E.T.

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BEST

How do you manage several projects at once? How do you prioritize them and allocate the resources, time and budget needed for each one? How do you organize communication? This training course will teach you the best practices for managing several projects at the same time.

Teaching objectives

At the end of the training, the participant will be able to:

- Adapting management and organization to multi-project mode
- Prioritizing and coordinating projects
- Allocating resources
- Efficiently plan and manage several projects in parallel
- Optimize and harmonize multi-project communication modes

Intended audience

Business project managers, department heads in charge of several projects.

Prerequisites

Good project management skills. Experience on corporate projects required. Participants may bring their own project presentation or documents.

Practical details

Hands-on work

Case studies. Work on your own operational documents. Build your own toolbox.

Teaching methods

Methodological input. Active and participative pedagogy. Sharing practices and exchanges.

Course schedule

PARTICIPANTS

Business project managers, department heads in charge of several projects.

PREREQUISITES

Good project management skills. Experience on corporate projects required. Participants may bring their own project presentation or documents.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Project management issues in the company

- Position and select projects in line with corporate strategy.
- Distinguish between projects, programs and portfolios.
- Identify project stakeholders: contributions, roles and missions.
- Adapt project management processes to multiple projects.
- Map and schedule projects to be managed.

Exercise

Presentation of tools, multi-project templates. Analyze and prioritize projects.

2 Multi-project planning

- Reminders: project management process groups, project cycles and phasing.
- Plan project management.
- Identify and integrate stakeholder expectations.
- Create the project breakdown structure (SDP).
- Estimate the resources and time required to carry out the activities.
- Draw up a schedule.
- Manage project risks and costs.

Hands-on work

Identify skills required. Carry out project phasing (SDP).

3 Define teamwork rules

- Set up the project team.
- Clarify roles and responsibilities. RACI matrix.
- Creating a stimulating environment.
- Motivating players, managing the dilemma of project contribution and business activities.
- Seek synergy and balance between projects.
- Gain influence in cross-functional management.

Role-playing

Develop leadership skills in conflict management situations.

4 Cross-functional management and multi-project communication

- Involve project teams consistently.
- Draw up a specific communication plan for each project.
- Define multi-project dashboards.
- Manage communications to various bodies.
- Organize follow-up meetings.

Hands-on work

Develop project communication plans.

5 Optimizing time in multi-project situations: monitoring and arbitration

- Reconcile day-to-day activities with project management.
- Create tools to analyze and manage priorities.
- Define priorities and prioritize projects.
- Managing project changes and their impact: processes and tools.
- Managing slippage: diagnosis, recovery plan.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates and locations

REMOTE CLASS
2026 : 21 May, 8 Oct., 10 Dec.

PARIS LA DÉFENSE
2026 : 9 Mar., 21 May, 8 Oct., 10 Dec.