

**BEST PRACTICES FOR THE MULTI-PROJECT MANAGER**

Put the best concepts, tools and techniques available for multi-project management to work for you and your organization!

Seminar #6523

**Overview**

Ace multiple-project assignments by balancing time and resources. This updated seminar provides you with examples of best practices within the profession. Learn how to develop a culture for consistent, standardized Multi-Project Management (MPM) practices, utilize proven metrics for MPM performance and implement innovative tools and techniques for successful completion of multiple projects.

**Schedule**

- [2] days

- [2] days - \$2,095 Non Members
- [2] days - \$1,895 AMA Members
- [2] days - \$1,623 GSA

**Credits**

1.2 CEU /12 PDU

**Schedule**

We have 11 scheduled sessions located nationwide starting between 6/28/2012 - 1/17/2013

Date	Location	Duration
Jun 28, 2012 - Jun 29, 2012	New York, NY	2 Days
Jul 26, 2012 - Jul 27, 2012	Chicago, IL	2 Days
Aug 16, 2012 - Aug 17, 2012	New York, NY	2 Days
Aug 20, 2012 - Aug 21, 2012	Arlington/Washington DC, DC	2 Days
Sep 20, 2012 - Sep 21, 2012	San Diego, CA	2 Days
Oct 11, 2012 - Oct 12, 2012	New York, NY	2 Days
Nov 8, 2012 - Nov 9, 2012	Arlington/Washington DC, DC	2 Days
Nov 26, 2012 - Nov 27, 2012	San Francisco, CA	2 Days
Dec 3, 2012 - Dec 4, 2012	Chicago, IL	2 Days
Dec 10, 2012 - Dec 11, 2012	New York, NY	2 Days
Jan 17, 2013 - Jan 18, 2013	Atlanta, GA	2 Days

Registering more than 4 people, please call 1-877-566-9441.

**How You Will Benefit**

- Align work and projects with the strategic direction of the organization
- Keep projects on track and on budget
- Set and maintain priorities
- Improve communication on all projects
- Increase your effectiveness and efficiency
- Determine your organization's ability to conduct additional projects

**What You Will Cover**

**Projects and the Enterprise**

- Describe the role projects play within the organization
- Demonstrate how projects act as change agents in the organization
- Identify techniques to prioritize projects effectively

**Project Resourcing**

- Describe how to allocate the necessary resources to projects
- How to negotiate for the right resources to get your projects done
- Determine the ability of the organization to take on more projects
- Identify MPM tools and practices required for success
- The vital importance of utilization in the context of MPM
- How to effectively gain the resources your projects require
- Multitasking and its effect on project outcomes

**Standardizing the Approach to Project Communications**

- Using a standard communication plan across all projects
- Running an effective meeting as a multi-project manager
- Characteristics of successful meetings

**Measuring Project Metrics**

- Identify effective project reporting techniques
- How to reduce and streamline administrative work
- Characteristics of Key Performance Indicators (KPIs)
- Develop and Track KPIs to assess a project's "health"
- How to use dashboards and other tools to measure project success

**Effectively Managing Stakeholders**

- How best to maintain project expectations
- Why stakeholder management is important
- The different types and roles of stakeholders
- Define the role of project communications planning
- Describe how changes to the project impacts stakeholder expectations

**Summary: Achieving Best Practices in Multi-Project Management**

- Consistency in project management practices
- Cultural characteristics needed for MPM
- Organizational responsibility

**Who Should Attend**

This seminar is designed for project managers who are working on multiple projects simultaneously and would like to learn tips and techniques to improve their effectiveness and efficiency.

**Ways to Register**

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)