

**1. Name of Course:**

BMGX 3012 Juggling Multiple Projects

**2. Number of Clock Hours: 7****3. Course Description:**

Although the study of project management typically focuses on a single project, today's business environment most often requires project managers to be involved with numerous projects at the same time. This course offers an in-depth look at the essential real world skills and techniques needed for planning and managing multiple projects and how they differ from those involved with managing a single project.

**4. Prerequisites**

This course is intended for practicing project managers. It qualifies for ongoing PDUs for certified PMI Project management Professionals (PMP).

**5. Course Learning Objectives:**

1. Describe the fundamentals of Project Management with a Single Project Scenario example.
2. Identify the Three Scenarios in Juggling Multiple Projects.
3. Plan and Manage Multiple Projects in the Three Scenarios.

**6. Rationale:**

- In a survey conducted by the ACC High Technology Institute, 86% of respondents listed project management skills as important for career advancement.
- Organizations benefit by having employees that can successfully manage more complex projects and have better risk identification and response procedures.

**7. Required Materials:** *Juggler's Guide to Managing Multiple Projects* by Michael S. Dobson. Published by PMI (Project Management Institute).

**8. Evaluation**

A completion certificate worth 0.7 continuing education units (CEUs) will be awarded for successful completion. 0.7 CEU's are equivalent to 7 PMI Professional Development Units (PDU's).

Students are expected to arrive on time, stay for the entire class period, and actively participate in class by asking questions and sharing personal experiences. Any student counted as missing more than 1 hour of class will not receive a completion certificate. There will be a break about half way through the class time.

**9. Course Outline**

1. Project Management Basics – Managing a Single Project
2. Three Scenarios of Juggling Multiple Projects
3. How to Plan and Manage the 'Task Oriented Portfolio'
4. How to Plan and Manage the 'Independent Portfolio'

5. How to Plan and Manage the 'Interdependent Project Portfolio'
6. Useful Templates

**10. Target Audience:**

- All project professionals
- All managers and leaders
- All company employees

**11. PDU Information:**

Program Number: 2020-BMGX3012; Category: 3; Number of PDUs: 7