



Workshop on Managing Multiple Projects:

(Prioritizing and Keeping Your Projects on Track and on Budgets)

April 25 – 29, 2022, 1st Run: Lagos & Port Harcourt

October 3 – 7, 2022, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N180, 000 per Participant

For online: Delivery via Zoom

Time: 9am – 4:00pm everyday

Online course fee: N150, 000 per Participant

Available for In-plant Training

**USD Equivalent for foreign
Participants**

Program Overview:

Managing cost in today's business environment require that we embark on a number of projects simultaneously. Project managers these days have to contend with multiple projects all at once. These projects exist in three dimensions:

- 1- Task oriented projects
- 2- Independent projects
- 3- Interdependent projects

This program is designed to give leverage to project managers saddled with managing multiple projects at the same time.

For Whom:

Project managers at all levels handling multiple projects or preparing to manage multiple projects. A good knowledge in project management is a necessary pre-requisite to participate in this program.

Learning Objectives:

At the end of the program, participants will be able to;

- Analyze multiple projects situations
- Prioritize among projects for effective project time scale
- Create realistic schedules using project management tools
- Manage through organizational problems
- Develop measures in managing project crisis

Course Outline:

Day 1: Multiple Projects Situation: Overview

- Benefits of managing multiple projects
- Categorizing project portfolio
- Building on Project management for single projects
- Requirements for task oriented and independent projects

Day 2: Challenges with Multiple Projects

- What are your individual project objectives?
- Priorities?
- Project sponsor?
- Corporate project management methodology
- Realistic project scheduling: Mission impossible

Day 3: Resource Management with Multiple Projects

- Getting organized
- Control management system
- Effective delegation
- Resource availability
- Matrix organization

Day 4: Success Strategies for Managing Multiple Projects

- How to analyze multiple project situations
- Clear project priorities
- Active project sponsors
- Project management methodology for multiple projects
- Designing realistic schedules
- Effective delegation

Day 5: Productivity Improvement strategy for Managing Multiple Projects

- Increase productivity: Learn the tools of PM
- Solve organizational problems
- Automate your PM tools
- Getting out of crisis
- Evaluate your strategies for results.

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor,
23, Acme Road, Ogba, Industrial Scheme,
Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,
E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel, 4 Okwuruola Street,
Off Stadium Road, Rumuola, Port Harcourt

Open Course Fee: N180, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N180, 000 per participant, VAT –N13, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch,
course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8145745664, 234-8184727337

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