Project Management
Managing Multiple Projects

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- Introduction to Project Management
- Time Management productivity limitations and constraints
- Managing Multiple Projects
- Tools, Tips and Techniques of managing Multiple projects
Project Management

- **Project:**
  - A temporary endeavor undertaken for a specific goal or unique purpose
  - Has a defined beginning and end
  - Is unique in that it is not a routine operation
  - Has defined scope and resources

- **Project Manager:**
  - A person responsible for leading a project from inception to completion

- **Project Management:**
  - The application of knowledge, skills and techniques to execute projects

- **Program Management:**
  - A group of related projects managed together – more strategic approach

- **Portfolio Management:**
  - A collection of projects or programs grouped together to facilitate effective management of efforts to meet strategic business objectives
Project Management Institute (PMI®)
- Founded in 1969, the world’s leading professional association for Project Managers
- Establishes Project Management validated principles and policies
- Seven certifications including an agile designation

Stats In Brief
- As of January 2011, approximately 600,000 members throughout 184 countries
- As of May 2012, 451,171 project management related certifications

The need for project management
- Benefits of organizing work around projects
- The critical need to communicate and coordinate work across departments and professions

Methodology:
- Nine Knowledge Areas (KAs)
- Five Process groups
- **Unique:** Their purpose is to solve a "problem"

- **Realistic:** Their aims must be achievable

- **Limited in time and space:** They have a beginning and an end and are implemented in (a) specific place(s) and context

- **Complex:** Require planning and implementation skills and involve various partners and players

- **Collective:** Projects are collective activities. They involve teamwork and satisfy the needs of others

- **Projects are an adventure:** Involve some uncertainty and risk

- **Projects can be assessed:** Projects are planned and broken down into measurable tasks, which can be open to evaluation

- **Projects are made up of stages:** Projects have distinct, identifiable stages normally referred to as the project life cycle
What task(s) needs to be done?
When must tasks be completed?
What task dependencies exist, if any?
How long will the tasks take to complete?
How much time do you have to complete the tasks?
Time Management

Personal Limitations and Constraints

- Procrastination
- Misplaced items
- Interruptions
- Difficulty listening
- Lack of sleep
- Family Issues
- Stress
- Too much socializing
- Too many commitments
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Productivity Limiting Factors

- Limited or not enough visibility on the tasks performed by project teams (i.e., developers, testers, etc.)
- Not enough time to attend to meetings and still track tasks and milestones
- Managing multiple risks and resolving multiple issues – firefighting.
- Lack of experience in juggling multiple tasks and meetings (e.g., gets unorganized; overwhelmed; no defined overlap in project lifecycle.)
- Limited resources - within the resource pool
- Conflicting priorities among projects
- Integration of all projects and their target dates not always clear. (System integration and data location)
- Communications among too many people affecting performance, control communications
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Strategies

- Prioritize projects based on timelines, tasks, available resources, etc.
- Work on one project at a time for a fixed number of days
- Schedule blocks of time each day for each project
- Determine project interconnectivity or overlap – where individual projects potentially connect or overlap within the project lifecycle, particularly with project processes
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Approaches

- Utilize MS Project Tool
- Utilize MS Project Management Templates
- Create a folder for each project and its documents. Place a copy of the master calendar on front.
- Create a dashboard for visual line of sight, due dates and accountability.
- Utilize MS Outlook Tasks functionality
- Utilize Excel Templates for project task visibility.
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**Practices**

- Constantly prioritize and reprioritize project tasks/duties
- Schedule and keep regularly scheduled project reviews/meetings and check project progress frequently/daily
- Provide regular status reviews/updates of your progress to your supervisor/team
- Keep project folders visible at all times
- Do not do everything yourself. You will never have time to do the entire job for all of your projects
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Tools
Microsoft Products
- MS Project
- MS Word Templates
- MS Excel Templates
- MS Outlook Task functionality
- Milestones Scheduling Tool

Tips
- Keep project plan, task schedule visible
- Utilize a strategy to ensure each project receives attention
- Make yourself accountable by scheduling regular status reviews with team members, sponsors and stakeholders.

Techniques
- One project a day
- Time block project activities
- Create a list of prioritized tasks to complete
Wrap Up

Knowledge

Feel

Do

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