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COURSE BROCHURE

# Managing Multiple Projects Training Course for Concurrent Delivery

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Registered in the United Kingdom and Saudi Arabia

# Managing Multiple Projects Training Course for Concurrent Delivery

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Managing Multiple Projects Training Course for Concurrent Delivery is a 1-week training course for project managers and team leads who carry several live projects at once, and it builds a cross-project priority and capacity board that each participant takes back to the office. Organisations now run more parallel initiatives with the same pool of specialists, so clashes over people and dates surface late and cost goodwill. Jupiter Prime Training offers this course on managing multiple projects.

## Why Managing Multiple Projects Matters Now

Three pressures shape how concurrent projects are handled today: sponsors who each expect their initiative to come first, a shared pool of scarce specialists, and leadership teams that want one honest view of progress rather than a dozen separate reports. An organisation that juggles parallel work well releases capacity, sees collisions weeks ahead and keeps sponsor trust. One that handles it badly spreads people thin, lets hidden dependencies stall several projects at once and loses credibility. The course rests on widely used project guidance on principles, performance domains and governance, described in practical terms.

## Who Gains Most from Managing Multiple Projects

- Leads who hold two or more projects at once and must split their own attention between them
- Coordinators who allocate shared specialists, rooms and equipment across concurrent work
- Team leads who receive requests from several project sponsors at the same time
- Planners who maintain linked schedules and track hand-offs between projects
- Reporting owners who prepare one status picture for a department

A department whose project leads, planners and resource coordinators attend together gains most, because they leave with one shared way of ranking work and booking people.

## Managing Multiple Projects Capabilities

Participants move from reacting to the loudest request towards ranking, loading and linking their projects on one board.

- Rank competing projects with a weighted scoring matrix — sponsor discussions about sequence
- Build a capacity heat map of shared specialists — booking and hiring decisions
- Map cross-project dependencies and hand-off dates — schedule protection across the set
- Detect schedule collisions early using a consolidated milestone view — escalation to sponsors
- Design a one-page roll-up status report — leadership and steering meetings

- Apply workload balancing rules to overloaded people — team wellbeing and throughput

## Key Managing Multiple Projects Terms

- Capacity heat map — a grid showing each person's booked hours against availability, week by week, across all projects.
- Cross-project dependency — a deliverable, decision or resource in one project that another project needs before it can proceed.
- Weighted scoring matrix — a table that rates each project against agreed criteria to give a defensible running order.
- Roll-up report — a single summary that combines the status of several projects into one view for leaders.
- Resource levelling — moving or splitting tasks so that no person or asset is booked beyond their available time.
- Context switching cost — the productive time lost each time a person moves between projects during a working day.

## Managing Multiple Projects Day by Day

## Day 1: The Concurrent Project Landscape

- Project Inventory Register — Seeing Every Live Commitment In One Place
- Sponsor And Stakeholder Map Across Projects — Competing Expectations
- Context Switching Cost Estimate — Limits On Parallel Assignments
- Project Size And Complexity Bands — Matching Oversight To Each Project
- Single Intake Route For New Requests — Controlling Work Entering The Set

## Day 2: Ranking Competing Projects

- Weighted Scoring Matrix — Defensible Running Order Of Projects
- Urgency Versus Value Grid — Which Work Waits And Which Starts
- Strategic Fit Criteria — Linking Projects To Business Objectives
- Stop, Pause Or Continue Tests — Freeing Capacity From Weak Projects
- Priority Agreement Meeting Format — Sponsor Sign-Off On Sequence

## Day 3: Shared Resources and Capacity

- Skills And Availability Inventory — Knowing Who Can Do What
- Capacity Heat Map — Spotting Overbooked People Weeks Ahead
- Resource Levelling Techniques — Smoothing Peaks Without Missing Milestones
- Booking Rules For Scarce Specialists — Fair Allocation Between Projects
- Workload Balancing Conversations — Protecting Individuals From Overload

## Day 4: Dependencies, Collisions and Reporting

- Cross-Project Dependency Map — Hidden Links That Stall Several Projects
- Consolidated Milestone Calendar — Early Warning Of Date Collisions
- Interface Agreements Between Project Leads — Clear Hand-Off Expectations
- Roll-Up Status Report Design — One View For Leadership
- Escalation Thresholds And Routes — When Conflicts Go To Sponsors

## Day 5: Practising the Cross-Project Priority and Capacity Board

- Case Simulation With Four Concurrent Projects — Applying The Scoring Matrix
- Reloading The Capacity Heat Map After A Shock — Resource Recovery
- Resolving A Dependency Collision Scenario — Negotiated Recovery Options
- Presenting A Roll-Up Report To A Mock Steering Group — Leadership Questions
- Cross-Project Priority And Capacity Board — Completed For Own Projects

## Applying Managing Multiple Projects After the Course

- Run a priority agreement meeting with sponsors using the weighted scoring matrix to confirm the running order of current projects.
- Publish a capacity heat map for the shared specialists in the team and level the three most overbooked weeks.

## Managing Multiple Projects Questions FAQ

### What is managing multiple projects and why does it matter now?

Managing multiple projects is the practice of ranking, resourcing and linking several concurrent projects as one set. It matters now because shared specialists, more parallel initiatives and demanding sponsors make late collisions costly.

### Which roles gain most from managing multiple projects skills?

Project leads holding several projects gain most, along with resource coordinators, planners and team leads who serve many sponsors. Reporting owners who build one status view for a department also benefit, especially when colleagues attend together.

### How does managing multiple projects differ from portfolio management?

Managing multiple projects works at the level of the people delivering the set: daily ranking, booking and hand-offs. A portfolio course works higher up, selecting investments and balancing strategic risk for executives rather than handling running conflicts between live projects.

### What do you bring back from managing multiple projects training?

You bring back a board for your own projects that shows their agreed order, the load on shared people and the links between them.

## Managing Multiple Projects: The Way Forward

The cross-project priority and capacity board first informs which project receives scarce specialists next month. Project leads, coordinators and sponsors use it to settle sequence and bookings openly rather than through escalation. After its first use, revisit the scoring criteria with sponsors as strategic weightings drift when new requests arrive.