



### **Workshop on Managing Multiple Projects:**

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

February 17 – 21, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

August 18 – 22, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D 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; and
- 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?

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- 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.

#### LOCATIONS

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

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 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: 234-8051365946, 234-7087578814  
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,  
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### Training Methodology

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

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