

THE JUGGLER'S GUIDE TO
**MANAGING
MULTIPLE
PROJECTS**



Michael S. Dobson

The Jugglers Guide To Managing Multiple Projects

Sally Longson



The Jugglers Guide To Managing Multiple Projects:

The Juggler's Guide to Managing Multiple Projects Michael Singer Dobson, 1999 Annotation In the past most project management books have focused on managing one project but in today's increasingly busy and stressful world it has become necessary to calmly and efficiently manage more than one project often several projects successfully at the same time This learned skill is valuable not only for project managers but also for anyone responsible for the successful outcome of multiple projects whether it is at the office or in the home Dobson says that you must first have a strong foundation in time management and priority setting then introduces the concept of Portfolio Management to timeline multiple projects determine their resource requirements and handle emergencies putting you in charge for possibly the first time in your life The Juggler's Guide to Managing Multiple Projects does not forget the paperwork Dobson supplies examples of business tested forms charts logs tables and worksheets everything project managers need to crash level analyze plan and control tasks Forms were never better explained or illustrated To ensure creative success Dobson adds tips shortcuts and tricks of the project management trade with each example

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Handbook of Product and Service Development in Communication and Information Technology Timo O. Korhonen, Antti Ainamo, 2007-05-08 Have you ever considered How to efficiently organize and manage the multiple parallel development projects of ICT How to systematically channel your team's creativity to high quality products and services How your company can best benefit from university research What are the meaning and realization of quality systems in modern ICT organizations and processes How to design user interfaces to maximize product usability and market value How to maximize the benefits of Internet in your product development and marketing What are the roles and important practices of patenting and licensing in the US and Europe This book aims to give you a top down treatment in these and many other important topics of ICT product and service development Our primary objective is to provide you with an eagle eye view both in theory and in practice and to trace the state of the art development Book authors come both from universities and industry giving thus a theory and practice balancing touch for the material

Program Management Professional (PgMP) Craig J. Letavec, Steven Rollins, Diane Altwies, 2007-12-01 This manual developed by leading program management experts experienced at helping practitioners achieve professional certifications provides the guidance needed to prepare for and pass

the new Program Management Professional PgMP Certification Exam administered by the Project Management Institute PMI on your first attempt This text is also designed to serve as a valuable desk reference and includes proven best practices and advanced processes and techniques with tips to help you perform at the highest levels of execution as a program manager Based on the Program Management Standard and A Guide to the Project Management Body of Knowledge PMBOK Guide published by PMI Program Management Professional PgMP illustrates how to apply this vast body of knowledge to real world situations Each chapter opens with a set of learning objectives and key definitions before delving into the details and highlighted points to know are displayed throughout Following the general framework of the actual certification exam this comprehensive reference employs proven learning techniques supported by numerous examples tips and exercises and scenario based practice questions at the end of each chapter A complete practice exam covering all of the material is also provided to test the reader s readiness for the actual exam Much more than your typical exam prep guide Program Management Professional PgMP A Guide to Certification Best Practices and Continuous Improvement provides a roadmap designed to help even the most experienced program manager more effectively meet organizational strategic objectives and continuously improve business results

Managing Multiple Projects Michael S. Dobson PMP, Deborah Singer Dobson M.Ed., 2011-09-30 Let s face it who among us has only a single project Multiple projects are the norm not the exception and there are very good reasons why this is so A lot of projects simply aren t big enough to justify the investment of a full time project manager having only one is impractical Depending on the availability of resources a multiple project environment can accomplish substantial work while lowering the overhead burden of project management by consolidating processes In this book you will learn how to recognize the characteristics and to manage effectively in each of these situations how to plan and organize your work how to influence other people who may not report to you in an official supervisory capacity and how to get results This is an ebook version of the AMA Self Study course If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through www.flexstudy.com

Get in the Game! Marc Mencher, 2003 Learn from industry insiders at Sony Pixar InfoGames Electronic Arts and Midway about how they got in the game Despite the fact that the games industry has now surpassed films in terms of size and revenues there is a dearth of information on how to get a job in the industry This book answers those questions

PMP Certification, A Beginner's Guide George G. Angel, 2009-11-10 Essential Project Management Skills Made Easy This accessible guide bridges the gap between being a project manager and becoming a globally recognized Project Management Professional PMP Covering the latest PMP exam content from the Project Management Institute PMI the book explains PMI s worldwide standard methods nine knowledge areas and 42 processes You ll learn proven strategies for improving project efficiency and effectiveness balancing constraints communicating timely and accurate project status and successfully bringing a project to completion A real world case study that s followed throughout the book provides helpful examples

checklists and proven project results Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Ask the Expert Q A sections filled with bonus information and helpful tips Try This Hands on exercises that show you how to apply your skills Notes Extra information related to the topic being covered Tips Helpful reminders to help you prepare for the PMP exam

PMP Certification George G. Angel, 2023-09-25 Project management is in everything we do from our personal lives to our professional careers It is the fastest growing profession in the world and the skills learned in this book can be used for any sort of project large or small setting up a small business planning a wedding family vacation company picnic or other event and organizing projects of any scale This beginner's guide will teach you real world project management skills for any project and will help prepare you to become a certified Project Management Professional PMP or Certified Associate Project Manager CAPM This fourth edition provides up to date information on how to effectively manage projects programs and portfolios to achieve organizational success It includes tips and sample questions at the end of each chapter as well as a mock exam to help prepare you for the Project Management Institute PMI certification exams This text follows the three PMI domains People Business Environment and Processes A case study with detailed real world examples sample templates and actual project documents guides you through your own projects from charter to close using all five project groups initiating planning executing monitoring and controlling and closing projects This edition takes the standard processes and framework for traditional projects introduced in PMI's sixth edition Project Management Body of Knowledge PMBOK and adds the new focus on Agile adaptive project management methods tools and techniques in PMBOK's seventh edition to enhance your knowledge and ability to handle a wide range of projects

Returning to Work Sally Longson, 2004 Written by an experienced careers advisor this book shows how to assess your skills and interests and match them to the employment opportunities available

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The Reflective Supervisor Raymond L. Calabrese, Sally J. Zepeda, 1997 This book presents outstanding examples of expert supervisory behavior along with common sense advice to help supervisors become more successful Each chapter also includes a series of reflections Readers are encouraged to stop reading study the reflection and provide personal answers

Absolute Beginner's Guide to Home Schooling Brad Miser, 2005 *Absolute beginner's guide to homeschooling* will help you decide if homeschooling is the best choice for your children's education

Working Mother, 1999-02 The magazine that helps career moms balance their personal and professional lives

Managing Multiple Projects Elizabeth Harrin, 2022-05-03 SHORTLISTED Business Book Awards 2023 Specialist Business Book Project management is changing Rather than focusing solely on one large project the majority of project managers are now expected to juggle multiple projects which brings a different set of challenges Between a greater number of project sponsors resource conflicts and constant pressure from deadlines it can be difficult to avoid burnout *Managing Multiple Projects* blends formal project management techniques with time management and productivity tools in a step by step approach to consolidating your workload From combining schedules to prioritising work and engaging stakeholders this book clearly explains how to adapt your behaviour and techniques to successfully work on several projects at once This practical guide provides answers to commonly asked questions such as how to reduce the number of meetings and how to manage a To Do list and includes case studies from real project managers Checklists for common tasks and adaptable templates of trackers and reports are combined with easily actioned exercises to improve processes *Managing Multiple Projects* gives practitioners the tools they need to improve the chances of project success and maintain a work life balance Online resources include downloadable templates of productivity checklists and status reports *The Applause Performing Arts Guide to Los Angeles & Southern California* Carey Simon, 1994 Los Angeles has ears for a lot more than Mickey Mouse Tourists and veteran culture vultures will discover over 1 000 lively arts opportunities in Southern California Hollywood may spell the movies Southern California now signifies high performance in numerous shapes and forms jazz clubs opera poetry readings theater and comedy clubs What is out there rest assured that it s all here in Carey Simon s first ever guide to the region s glorious performing arts *The Ultimate Juggling Act* Osama Aziz, Project Management Institute, 2013 As IT organizations become more cost conscious project managers are expected to be a master juggler and are called to manage multiple projects at once particularly with small to medium projects that share the same pool of resources yet project management training often focuses on managing individual projects and is based on a linear approach to problem solving This paper proposes that project managers can add greater value to IT organizations by managing multiple concurrent small to medium projects The author identifies risks and delivery challenges of managing multiple projects and offers effective planning strategies execution techniques and practical tips on managing multiple budgets and leveraging scheduling capabilities in project management software to assist with resource management ***The Independent Scholar's Handbook*** Ronald Gross, 1982 *PC Magazine*, 2007 *Subject Guide to Forthcoming Books*, 1983 Presents by subject the same titles that are listed by author and title in *Forthcoming books* *Managing Multiple Projects* Michael Tobis, Irene Tobis, 2002-03-26 THE BRIEFCASE BOOKS SERIES Now translated into nine languages This reader friendly icon rich series is must reading for all managers at every level All managers whether brand new to their positions or well established in the corporate hierarchy can use a little brushing up now and then The skills based Briefcase Books series is filled with ideas and strategies to help

managers become more capable efficient effective and valuable to their corporations Today s workplace is often complex and unpredictable yet most project management books address only the topic of managing individual projects and solving specific problems Managing Multiple Projects presents a realistic method for developing the individual and group skills needed to cope with competing demands It shows readers how to develop a reliable system for taking on multiple projects work with others to allocate conflicting workloads cope with the stress that comes from managing multiple projects and more

Trade Show & Convention Guide ,1993

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