The Project Leadership Series®

Managing Multiple Projects
July 28, 2008

The Managing Multiple Projects seminar is a half-day, instructor-led, seminar session designed to introduce attendees to better practices, processes, and techniques that will help the project management practitioner do a better job of leading, monitoring, and controlling multiple projects and programs.

**Subject Matter**

Global competition, corporate “right-sizing”, and a growing project-based economic model require organizations to “do more with less.” Project management practitioners have learned that these shifts in the economy affect the project management discipline as much – if not more than – as any other functional area. More than ever before, project team members are required to not only take on more responsibilities in existing projects, but also engage in more projects in the same amount of time.

**Topic areas include:**

- Project Definition
- Portfolio Management
- Portfolio Risk Management
- Cross-Project Controls
- Project Dependencies
- Project Prioritization & Time Management
- Project Reporting and Communications
- Schedule and Cost Analysis

**Recommended Attendees**

This seminar will benefit executives, senior managers, resources managers, and project/program managers that are responsible for the successful delivery of multiple projects. The seminar will benefit all key project stakeholders in every industry.

**Participants Will Receive**

- Comprehensive Student Guide
- Standard Project Management Templates in Electronic Format
- Certificate of Participation
- 4 PDUs or Contact Hours / .4 CEUs

**What Previous Attendees Have Said:**

“This seminar will help me maintain focus on the important things versus minutiae.”
“Timely and relevant. I can use the lessons for my portfolio of projects right now.”
“The seminar helps shift my mindset from single projects to multiple initiatives.”

All Tanden LLC instructors are certified Project Management Professionals (PMP®) with many years of hands-on project leadership experience in a multitude of industries. Tanden LLC is a PMI Global Registered Education Provider.
The Project Leadership Series℠

Earn your Elon University Executive Education Certificate in Project Leadership
By completing 4 courses* within 2 years

Core Courses:
- Essentials of Project Management
- Advanced and Applied Project Management

Elective Courses:
- Project Risk Management
- Leadership Skills for the Project Professional
- Project Portfolio Management
- Leading the Project Management Office (PMO)
- PMP® Certification Exam Preparation

Seminars:
- Project Management Executive Seminar
- Risk Management in the Project Environment
- Communication for Virtual Project Teams
- Contracting for the Project Leader
- Managing Multiple Projects

* Three seminars may be substituted to satisfy one elective course requirement.

Register for: Managing Multiple Projects
Dates: July 28, 2008, 8:30 a.m. - 12:30 p.m.
Registration Fee: $295 | Team: $265 for each additional registration - same organization
Early Bird Discount: Register for only $265 on or before June 30, 2008 - SAVE $30

I look forward to attending Managing Multiple Projects. (July 28, 2008)

Name: ____________________________________________________________

Firm: ____________________________________________________________ Code: ____________

Address: _____________________________________________________________________________________________________

Phone Number: _________________________________________________________________________________________________

Email Address: _________________________________________________________________________________________________

The deadline to register is July 14, 2008.
Please make checks payable to Elon University - ExecEd.