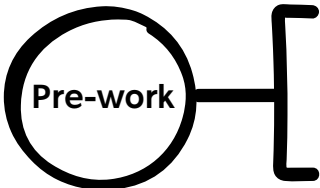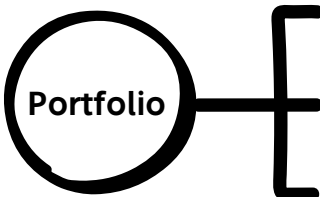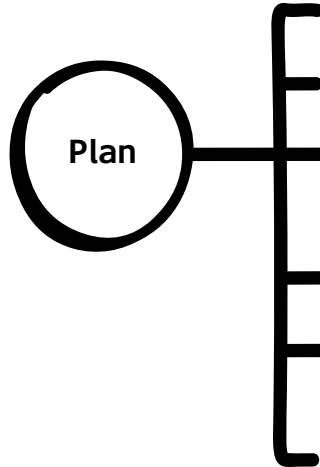# MANAGING MULTIPLE PROJECTS:
YOUR ROADMAP TO IMPLEMENT THE FRAMEWORK

Congratulations on reading Managing Multiple Projects: How Project Managers Can Balance Priorities, Manage Expectations and Increase Productivity. I hope you enjoyed the book. The checklist below is a summary of the action steps in the book, plus some additional tasks to help you implement the framework.

As a recap, there are five concepts within the framework: Portfolio, Plan, People, Productivity and Positioning. You can work through them one at a time, perhaps taking a concept per week (or month) to implement in your own work. If you know you will find implementing your new skills tricky, perhaps enlist the help of an accountability partner to work with you? You can review processes and talk together about the best ways to use the framework efficiently in your workplace.

FRAMEWORK CONCEPT	ACTION STEP	
Pre-work	Identify what category your workload fits into. Do you have a sushi, spaghetti or side dish project workload? Or perhaps a blend of a categories?	☐
	Reflect on your current position. Do you spot any of the warning signs outlined in Chapter 2? If you are a team leader, can you spot the warning signs in anyone in your team?	☐
Portfolio	Create a workload spreadsheet (or equivalent) covering all the projects and major recurring tasks that you are working on.	☐
	Prioritize the work on your workload spreadsheet.	☐
	Look for connections between projects and group similar work into logical buckets.	☐
Plan	Make sure each of your individual projects has a schedule or timeline.	☐
	Map the dependencies between your projects.	☐
	Choose either the ladder or hot air balloon view to make your consolidated schedule (or decide to have a go at both and see which you prefer).	☐
	Combine your schedules into one overarching timeline.	☐
	Review that schedule to look for resource conflicts and busy times and take appropriate action.	☐
	Start an action log for task-level planning.	☐

FRAMEWORK CONCEPT	ACTION STEP	

People

Identify all your stakeholders and create a stakeholder register and stakeholder map. ☐

Review the power, legitimacy and expectation of urgency of your stakeholders across all of your projects, and to use a table to identify stakeholder saliency and to help you prioritize where you spend your time. ☐

Check everyone knows what is expected of them for each project and that they are only scheduled to work at 80% of their available hours. ☐

Review your upcoming meetings and see what can be combined and which ones can be done in less time: change your default meeting time to at least ten minutes less than what it is now. ☐

Look at your individual communications plans and see where it makes sense to consolidate and merge the information that is being shared with your stakeholders. ☐

Productivity

If you suffer from any of the productivity saboteurs, block out 30 minutes in your calendar to brainstorm ways to approach your work differently. ☐

Review your task list and use the TIS task profiles to see the shape of your work. Which profile do you use most of the time? Is that the best use of your time? If not, what could you do to shift tasks around? ☐

Choose a few of the time management tactics and techniques from Chapter 6 that are new to you and try them out. ☐

Productivity means more than what tasks got crossed off today. Consider what Time Well Spent means to you and how you judge and value your own time. ☐

Positioning

Find one thing that you could take action on today (or in the next couple of days) to make it easier to manage your projects tomorrow. ☐

Introduce your team to the five-email rule and agree to try it. ☐

Identify where you have processes that could be documented. Pick one and turn it into a set of work instructions, a process document or checklist. ☐

Review the risk logs for each project together to create a consolidated view of risk across your personal portfolio. See whether the combined impact increases or decreases the risk. ☐

Consider how to consolidate the performance reporting and governance for your projects, if and where you can, and then to put that into practice. ☐

Look at your home work environment if you have one and consider what you could improve to make it feel more like a workspace that is conducive to productivity. ☐

Finally

Reflect on what you have achieved and how it makes you feel about your workload. How can you share your successes with others at work? ☐

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