**Mistakes in Managing Multiple Projects (Top 5)**

# Part 3: Project Schedules

Project scheduling is a structure to communicate what projects need to get done and which organizational assets will be appropriate to complete those projects in what timespan. A project schedule is evidence of collecting all the work needed to hand over the project on time.

it comes to generating a proper project schedule, well, that’s something maximum project manager has broad experience with.

Let’s see what are the common mistakes while creating a proper project schedule.

**Mistake #3: Keeping Project Plans Distinct From Each Other**

When project managers handle multiple projects in separate places and use different project scheduling tools for planning, they waste hours by the rebound from one schedule to another. Besides, they never have a full view of their projects, which eventually results in conflicting due dates. Because multiple employees have different schedules, and their availability and vacation or leave also come there too. It may delay delivering the project to clients.



Distinct project schedule makes it immensely hard for a project manager to figure out project sequences, progress and priorities across their multiple projects If project managers create separate project plans for each ongoing project, then how do they will conform to deadlines of multiple projects when they all crash in the same week?

So, it is clear that creating a separated schedule for each project is a misconstrue.

**Winning strategy #3: Combine project schedules**

A combined project plan will give you a diorama of your ongoing multiple projects. So, forgetting the full view of your all ongoing project you need to create a proper combined project plan for ongoing projects.



This combined project scheduling structure must have to be translucent so that it’s possible to footprint any project from a periodical goal to the daily task of a team member.

Having a proper project scheduling you know exactly what should be delivered in what order. It will help you find and assign the right employees. Then, it will also tell you exactly when all of that should happen.

With the right scheduling approach, you can also adapt some activities and tasks in case of a project running late or if any changes to the scope occur.

To create a proper plan, you may need a suitable project planning tool. This kind of tool will also help consolidate your reporting for each project and accomplish one standard.

Combine the project schedule will also save your valuable time, you will find all the information in one place.

This series continues in [*Part 4 : Software & Technology*](https://www.wrike.com/blog/5-most-common-mistakes-in-managing-multiple-projects-learn-to-avoid-them-part-4/).