

## **Project Management Skills for Administrative Professionals**

### **Course Summary**

#### **Description**

Administrative professionals are often asked to take on a project from beginning to end. These projects can range from conferences and physical relocations to major events and change management. To be successful in these assignments, apply the skills of project management. The skills of project management are designed to give you the rigor and discipline required to deliver your project on time, on budget and meet expectations. This workshop will be an opportunity to work on your own projects during the session. You'll be able to return to the work place with your projects ready for implementation.

#### **Objectives**

At the end of this course, students will be able to:

- Take on increasingly complex projects with confidence
- Bring your projects in on time, on budget, meeting expectations
- Plan for the unexpected, manage risks and find opportunities for added value
- Harness the energy of teams to build better projects
- Track your projects to identify variances and adjust appropriately
- Use the language of project management and demonstrate your new capacity

#### **Topics**

- What is Project Management?
- How Do I Get Started
- Developing Your Plan
- Implement Your Plan
- Evaluating Reality Against Plans

#### **Audience**

This course is designed for anyone in an administrative role who wishes to increase their level of contribution within the organization.

#### **Prerequisites**

There are no prerequisites required for this course.

#### **Duration**

Two days

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### **Course Outline**

#### **I. What is Project Management?**

- A. What project management is and why it is so common in the workplace
- B. Who are the players?
- C. The role of the project manager

#### **II. How Do I Get Started**

- A. Getting a full understanding of the project
- B. Building a project definition
- C. Sorting out everyone's roles
- D. Setting up expectations early
- E. Getting support and commitment

#### **III. Developing Your Plan**

- A. Using work breakdown structures
- B. Getting into detail
- C. Managing risk
- D. Setting up a realistic budget

#### **IV. Implement Your Plan**

- A. Applying your plan
- B. Forecasting and resolving problems
- C. Monitoring for variances

#### **V. Evaluating Reality against Plans**

- A. Tracking techniques
- B. Providing feedback
- C. Using "Lessons Learned" for continual improvement