Practical Project Management for Administrative Professionals™

Description:

Administrative professionals have always played a pivotal role in supporting projects within their organization, but in the contemporary workplace they are being asked to take on the added responsibility of planning and managing many of these projects.

In this 1-day course you will learn how to use a 10-step framework to plan and organize projects that are of the scope and variety that administrative professionals typically encounter. You will also learn how to use certain tools in the project manager's "toolkit" to assist in executing projects, tracking progress, and dealing with the difficult "human challenges" that are known to accompany high-pressure, high-profile project. The emphasis is on learning how to utilize a practical framework for planning and managing projects, rather than a general overview of project management fundamentals.

The participants will be given the opportunity to apply what they have learned to a current job-related project. Also, each participant will receive a copy of the course notes and a CD containing helpful forms and tools that can be used on the job.

— Topical Outline —

- Special challenges of managing projects with limited authority
- Identifying the project scope & securing commitments
- Devising your project strategy
- Setting and sticking to priorities
- Accounting for project risks and uncertainties
- Establishing a milestone timeline
- Laying out the project schedule and activity sequence
- Clarifying the requirements and performance expectations
- Applying the 10-step project planning framework
- Specifying roles and responsibilities
- Tracking and communicating progress
- Establishing conflict resolution procedures
- Dealing with competing demands for resources
- Using MS Excel as a project planning tool
- Project planning exercise
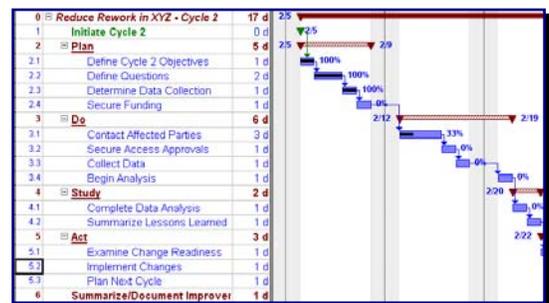
Target Audience: Secretaries, administrative assistants, office managers, and operations support personnel who want to enhance their skills in planning, organizing, and executing internal projects.

Duration: 1-day. Note: a 2-day version is available for those who want additional emphasis on managing multiple projects and also hands-on instruction in using MS Project.

Roberts & Roberts Associates