

Project Management for the Office Professional

2 Days **MPS**

OVERVIEW

This course will motivate and instil confidence in PAs, administrators and secretaries who are involved in the core skills of project management. The course enables them to practise new skills in a risk-free environment.

We have designed this two-day course to provide office professionals with the essential knowledge to effectively plan, implement and review projects. Through attending this course, delegates will also be able to improve their communication, time management and problem solving skills and apply these to their projects.

DESIGNED FOR

Suitable for support staff that are new to the management of projects or who have had no formal training and want to have a formal grounding in project management. This course is not suitable for delegates already proficient in the use of standard project planning techniques.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Clearly define what constitutes a project.
- Plan, organise and document a project in a logical manner.
- Use appropriate tools and documents in order to plan the project effectively and to minimise risk.
- Demonstrate knowledge of delegation, time management, decision making and communication skills essential to effective project implementation.
- Review and learn from strengths and weaknesses identified on completion of a project.
- Influence people and negotiate solutions to problems which arise during their projects.

TOPICS COVERED

What is a Project?

- Defining what we mean by project management
- Special features of projects
- Understanding why projects fail

The Project Life Cycle

- Identify a four-stage approach to managing projects
- Understand the value of the project life cycle
- Preparing and outlining the project

Defining a Project

- How to clearly define a project
- Setting and agreeing objectives, scope and constraints
- Recognise the need to manage project stakeholders
- Define roles and responsibilities in a project
- Appreciate the importance of team working within the project

Project Planning

- Basic planning tools and techniques
- How to make time and cost estimates more credible and realistic
- Establish a project communication strategy
- Simple risk management tools and techniques available to avoid surprises
- Creation of project documentation and data display methods

Implementing the Project

- Monitoring and controlling activities
- Taking corrective action to keep the project on track
- Dealing with requests for change
- Reporting progress

Closing and Reviewing a Project

- Understand the need for a controlled close to a project
- Measuring what actually happened against the plan
- Learning lessons - both positive and negative
- Closing down and moving on

Personal Development

- Formulating an action plan

EXTRA NOTES

Further Development:

The Essentials of Project Management Including Microsoft Project (FPM2)

The APM Introductory Certificate in Project Management - Examination Course (TAP)