



SCPM03 – Project Administrator

Description

This course will provide learners with the fundamental understanding of the project life-cycle, parties and documentation involved and the role played by the Project Administrator / Project Coordinator throughout the life-cycle of the project. This course is designed to function as a standalone offering, or to assist learners who are studying towards achieving the Project Management Institutes Certified Associate in Project Management (CAPM®) certification.

The course materials are based on industry best practices from ISO standards, the PM.Ideas Project Management Maturity Model, and the Project Management Institute's *PMBOK® Guide* (Project Management Body of Knowledge).

Learning Objectives

Learners completing this course will be able to:

- Explain the fundamentals of project management
- Provide assistance in implementing and assuring project work meets quality requirements
- Conduct project documentation management to support project processes
- Contribute to project initiation, scope definition and scope change control
- Implement project administration processes according to requirements
- Plan, organise and support project meetings and workshops
- Execute the functions of a Project Administrator

Student Materials

Materials include Learner Manual, Case Study materials including sample answers, and templates for project management.

Intended Audience

This course is directed as learners working:

- As contributing Team Members on a moderately complex to complex project when not a Team Leader or Junior Project Manager or;
- As a Project Administrator or Project Coordinator on a moderately complex to complex project.

Course Duration

2 days.

Learning Time

This is a two-day training module. The course starts at 08:00 and finishes at 16:00

Training Medium

Classroom, exercise based.

Pre-Requisite Learning

Basic secretarial / administration skills.

Course Topics

- Introduction to Project Management
- The *PMBOK® Guide* Structure
- Project Roles
- Project Management Office
- Project Workshops & Workshop Process
- Project Charter & Scope Statement
- Developing the Project Schedule
- Introduction to Microsoft Project
- Developing the Project Budget
- Introduction to Project Monitoring & Controlling
- Project Communication & Reporting
- Project Documentation, Audits & Reviews
- Project Case Study

Would you like this training adapted to your needs? Contact us for a proposal.

For course dates, booking and information, contact us on www.pm-ideas.net or +27 (0) 11 706 6684.

All our training programmes can be delivered on your site or at pm.ideas



Category	PMI® Certifications PDUs							AXELOS CDPs
	PMP®	PgMP®	PfMP®	PMI-PBA®	PMI-ACP®	PMI-RMP®	PMI-SP®	PRINCE2®
Technical	12.5	12.5	0	5	0	2.5	2.5	
Leadership	1	1	1	1	1	1	1	
Business & Strategy	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
Total	14	14	1.25	6.25	1.25	3.75	3.75	14

