Managing Projects Effectively for Administrative Professionals

Description:

Don't be in a panic the next time a project is dropped on your desk. Learn to effectively manage projects to meet expectations and maintain budget.

In today's world, many operations once performed by specialists are assigned to administrative professionals as “projects.” However, few administrative professionals receive training or tools to help them manage projects efficiently and effectively. The “project” is added to an already full schedule, major decisions have been made elsewhere, and you have no “team” to carry out the work. As a result of this topic, administrative professionals will be able to plan, execute, and manage projects to get desired results on time and on budget. Many projects fail because they have no focusing definition. Administrative professionals will be able to create a business problem statement to prevent scope creep and put all effort into solving the problem. You will define potential risks and determine which ones will require contingency plans. You will learn to use simple tools to manage projects of any size and provide stakeholders with the results they expect.

Contents:

What Is Project Management?
- What Are Projects and What Kinds of Projects Do Administrative Professionals Manage?
- What Are Your Strengths and Challenges Managing Projects as an Administrative Professional?
- Project Success Factors and Pitfalls

The Project Management Process
- How to Manage the Project Processes and Phases
- Modifying the PM Process Based on Project Size and Complexity
- Managing Time for Regular Responsibilities and Project Work

Project Initiation
- Defining a Project Business Problem
- Communicating and Working With Project Stakeholders
- Working With a "Virtual" Team When You Are a Team of One

Planning and Scheduling
- Discovering Project Requirements
- Analyzing Scope, Constraints, Assumptions
- Creating a Work Breakdown Structure, Project Plan, and Logic Diagram
- Managing the Critical Path
- Tracking Progress

Cost Management
- Estimating Task Costs
- Tracking Budget

Risk Management
- Defining Project Potential Risks
- Using a Risk Impact Matrix to Manage and Track Risks
- Escalating Risk Proactively

Project Execution, Monitoring, Control, and Closure
- Developing Role and Responsibility Plan
- Communicating Effectively and Defining What and How to Monitor; Scope, Schedule, Cost, Quality
- Capturing and Reporting Actual Results for Goals, Schedule, and Budget
- Conducting Project Reviews and Milestone Meetings Effectively
- Capturing Best Practices and Applying Lessons Learned for Continuous Improvement
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