



What is it about?

This project administration course is designed for delegates requiring an introduction to project administration. It provides the theory, techniques and tools necessary to administer a project. A skilled Project Administrator will not only take the administration load off the Project Manager, but will provide a dependable support structure to the entire project team.

It provides techniques, tips and real-life examples to handle all aspects of the project life cycle, regardless of the size and nature of the project.

Our project administration course materials are based on industry best practices from ISO standards and the Project Management Institute's PMBOK® (Project Management Body of Knowledge).



What's in it for me?

On completion of the course delegates will be able to:

- ✓ Apply sound project administration tools and techniques throughout the life cycle of the project
- ✓ Provide support to a Project Manager, project team or Project Support Office..

Contact us:

Tel: +267 73 25 8907

E-mail: training@pmacademy.co.bw

Website: www.pmacademy.co.bw

Practical Project Administration

Who Should attend?

This project administration course will benefit all those involved in projects, including:

- Project Office Administrators
- Project team members
- Project support staff
- Secretarial and clerical staff
- Aspiring Project Administrators

Do I qualify?

Course delegates should preferably have some experience in a project environment.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Intermediate Project Management course.

We also suggest delegates attend specialized project management software training to further sharpen their scheduling skills.

What can I expect?

This syllabus covers the following topics:

- History of project management

Practical Project Administration

Who Should attend?

This project administration course will benefit all those involved in projects, including:

- Project Office Administrators
- Project team members
- Project support staff
- Secretarial and clerical staff
- Aspiring Project Administrators

Do I qualify?

Course delegates should preferably have some experience in a project environment.

Delegates who successfully complete the course are encouraged to pursue the PM Academy Intermediate Project Management course.

We also suggest delegates attend specialized project management software training to further sharpen their scheduling skills.

What can I expect?

This syllabus covers the following topics:

- History of project management
- Why projects fail
- Project management defined
- Project Roles and the Project Administrator
- The Project Management Office
- Meeting and workshop management
- Project Administrator Tools and Techniques
- Introduction to PMBOK
- Project Life Cycle
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Introduction to Microsoft Project
- Project Teams
- Soft Skills and personal development

How and when can I attend?

This is a three day event and the course is delivered with a blend of classroom training interventions and practical syndicate and individual sessions. All our facilitators are experienced Project Managers with PMP certification.

About PM Academy

PM Academy South Africa was established in 2005 and expanded their service offerings to Botswana by establishing a local company in 2016. The strategic vision is to provide world class professional project management training, consulting and recruitment to the local and international markets. PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

PMI is a registered mark of Project Management Institute, Inc. CAPM®, PMP® and PMBOK® Guide is a PMI registered mark.

classroom training interventions and practical syndicate and individual sessions. All our facilitators are experienced Project Managers with PMP certification.

About PM Academy

PM Academy South Africa was established in 2005 and expanded their service offerings to Botswana by establishing a local company in 2016. The strategic vision is to provide world class professional project management training, consulting and recruitment to the local and international markets. PM Academy has a wealth of experience and we have successfully completed projects, training and recruitment throughout Africa.

PMI is a registered mark of Project Management Institute, Inc. CAPM®, PMP® and PMBOK® Guide is a PMI registered mark.



Delegates receive:

• A course manual
• Sample answers
• *PMBOK® Guide* project management templates

A multiple choice test will be conducted on the last day and on completion delegates receive a PM Academy certificate.

This project administration course is delivered on demand for groups of attendees.

Testimonial

"I found the meetings and project teams sections very helpful."

Testimonial

"I found the meetings and project teams sections very helpful."

