



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® Guide* (Project Management Body of Knowledge).

What does the course cover?

- ✓ 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

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Practical Project Administration Course (Classroom and Virtual)



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.

Must I study before?

No pre-course study is required.

Who Should attend?

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

How is the Course presented?

Our experienced internationally accredited trainers deliver interactive and practical experiences through:

- Classroom
- Virtual instructor-led on Zoom (requires laptop and stable internet connection)
- At your premises (for groups)

This is an intensive 3-day course.

Based on demand, training is run during the week, on weekends or alternately during evenings.

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What is included?

- Digital course manual
- Case study
- Sample answers
- *PMBOK*® Guide project management templates
- PM Academy attendance certificate
- 3 days training
- Class Test
- PDU and CPD points (ask us)



How will I be examined?

- Multiple choice
- 30-minute test

What's in it for me?

- ✓ 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..



PM Academy was established in 2005 (South Africa) and in 2016 (Botswana). Through practical experience we are delivering our vision, by providing a world class professional project management training and advisory services, to the African and international markets.

Testimonial

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