

WOMEN4IT 2020



TRAINING ROADMAP

Project
Administrator

Iceland 
Liechtenstein  Norway 
Norway grants  grants

About This Training Path

Total Hours

160

Training Objectives

The purpose of this training path is to provide you with the necessary skills to support the management and implementation of projects in an organisation. During the training you will develop administrative skills and learn how to use common office applications and project management software. You will also learn how to use digital technologies for research, information sharing as well as for the promotion of the business on social media.

Upon successful completion of the training you will be able to:

- Perform successfully administrative tasks related to a project assistant's role.
- Keep records of all information related to project for documentation, clarification and presentation to management.
- Coordinate with vendors and service providers.
- Effectively use common office applications to create reports and distribute information.
- Use a common project management software application.
- Use e-mail, Internet and the social media for the promotion of the business' scope and products.
- Create and maintain a network of stakeholders.
- Organise and monitor schedules and ensure that deadlines are met.
- Supervise project tasks and workers, according to project manager instructions, to ensure that they adhere to project specification and guidelines.
- Monitor a budget and help ensure resources are used efficiently.
- Develop reports and update management on the progress of the project.
- Organise business events.
- Plan and organise meetings with team members and stakeholders.

Success Criteria

You are assessed continuously throughout the training, earning badges for every module you successfully complete. You must achieve all badges to successfully complete the training. A minimum attendance rate of 75% is required.

Accreditation

You may qualify, in full or in part, for credits towards future training courses or certification by an awarding body. Your mentor will explain these options to you before you begin.

Your Training Roadmap

Your trainer may conduct a pre-assessment exercise with you to determine your knowledge of the subject and your comfort level with technology. This may be in the form of a short online test, a paper survey or informal interview, either 1 to 1 or in a group with your fellow learners. A digital skills introductory course may be recommended for you to help you progress through the training roadmap.

UNIT 1

Coordinating and Executing Daily Administrative Tasks

Learning Objectives

- Be familiar with common project management processes and basic accounting procedures.
- Be able to schedule meetings, make travel arrangements, organise daily calendars.

UNIT 2

Introduction to Project Management

Learning Objectives

- Understand how businesses work in the modern environment.
- Acquire a working knowledge of the basics of project management.
- Understand the process of delivering products within cost, schedule, and resource constraints.
- Learn to develop a project plan, define and allocate resources, create the work breakdown structure and the project budget, identify and manage risks

UNIT 3

Business Tools and Cloud Technologies

Learning Objectives

- Create and maintain electronic and paper records ensuring information is organised and easily accessible.
- Use spreadsheets to organise and structure data for developing comprehensive presentations.
- Create reports using visual aids.
- Conduct research to collect necessary information.

UNIT 4

Project Management Software

Learning Objectives

- Acquire a comprehensive understanding of the use of project management software.
- Be familiar with work breakdown and time management.
- Use project management software for project planning and task management.

UNIT 5

Business Communication and Information Sharing

Learning Objectives

- Be able to effectively communicate in written and oral forms suitable to a business environment.
- Apply communication principles and techniques for in-person and online teams to increase impact of message
- Understand how to use social media platforms like Facebook, Twitter, Instagram, LinkedIn to promote the presence of the business in the virtual world and increase its impact.