# Project Management for EAs and Administrative Managers

# Level 3

**Course duration:**
One day, including comprehensive course materials, course booklet, refreshments and lunch.

**Course costs:**
Please check the website *Discounts available for public sector/third sector organisations and multiple bookings.*

**Course dates:**
For course dates, please check the website: **www.adamfidler.academy**

This practical project management course is designed for PAs, EAs and Administrative staff who need an introductory knowledge of project management, either because they work independently on projects, or they provide project support. The programme gives a through understanding of project structure, risks and priorities necessary to fulfil project management duties, as well as an overview of the essentials for PAs and EAs to add more value to their role by using best-practice methods to manage and deliver projects.

## At the end of this programme, delegates will:

- Know the difference between routine work and taking part in a project.

- Learn practical tools to prepare for, and plan, a project.

- Understand the rationale for a strong business case for undertaking a project.

- Know how to apply RAG analysis and risk assessment to a project.

- Use diagrams to show effective project management, such as Gannt Charts and Network Diagrams.

- Identify methods used to monitor the progress of a project.

- Create a budget template to apply and enable the financial controls in a project.

- See the importance of project evaluation and post-project review.

- Use real-life business cases and examples from their place of work to demonstrate project structure, project scope and business case.

## Adam Fidler Academy