



Project Management for Administrative Professionals

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Admin Pro Forum
2018 Building Confidence for Administrative Professionals

Session Objectives

- The Anatomy of a Project
- How to Use Tools to Keep Projects on Track
- How Project Management is Evolving

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What is Project Management?

The discipline of **planning, organizing,** and **managing** resources to bring about the successful completion of specific project goals and objectives.

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What is Project?

A project is a **limited** endeavor that is undertaken to meet **specific** goals and objectives.



The Role of a Project Manager

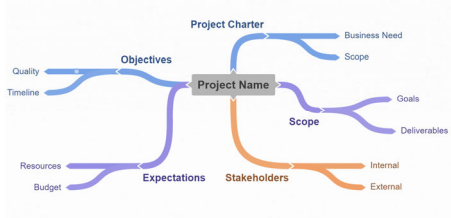
- Plans the project
- Helps to staff the project and obtain resources
- Manages people and activities
- Tracks and reports on project performance
- Initiates changes to ensure objectives are met



The Lifecycle of a Project



Initiating



Sponsors and Stakeholders

Sponsors	Stakeholders
Integral to initiating the project	Involved entity or person
Provides the funding for the project	Affected by the outcome of the project
Provides ongoing support and direction	Exerts influence, positive and negative
Signs off on the project charter	Identified during project initiation



Project Charter

The project charter is the final, formal project document. It establishes the project as an entity and it gives the project manager the authority to get started.



Statement of Work

- Agreements
- Assumptions
- Basic Finances
- Goals & Requirements
- Project Details
- Project Team
- Purpose
- Scope



Plans are worthless, but
planning is everything.

Dwight Eisenhower



Statement of Work



Statement of Work

Part I: Basic Information	
Project Name:	Project Team Members:
Estimated Project Start Date:	
Estimated Project End Date:	
Budget Amount (if known):	
Part II: Project Goals	
List your SMART goals here.	
Part III: Milestones	
Milestones:	Target Completion Dates:

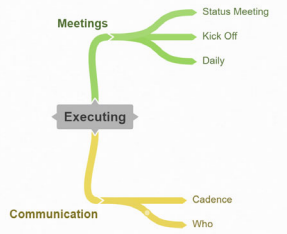


Work Breakdown Structure

- Identify the purpose
- Establish the major segments
- Break down the segments
- Continue to break down until you can assign the task
- Review the WBS



Executing



Communications Plan

Item	What	Who	Where	When	Why	How
Item 1	Status Meeting	Project Team	Rm 1000	Every Monday at 9am	To report issues	In-person



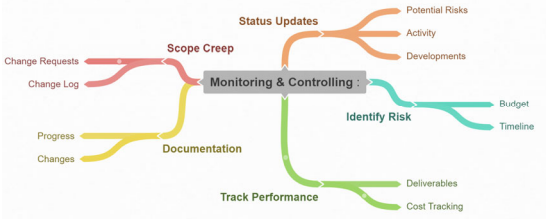
RACI Chart

Example	Sue	Bob	Joe	Jane
Build widget plan	A	R	I	I
Build widget	R	A	C	I
Ship widget to customers	I	I	I	R

- R:** Responsible for execution
- A:** Approver
- C:** Consult
- I:** Keep informed



Monitoring and Controlling





Project Success

- On-time
- Within budget
- According to performance standards
- Meets the needs of the client

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The Evolution of Project Management

Overall Approach:

- Principles to to guide mindset, actions and behaviors
- Focus on project outcomes and deliverables
- Applies to any project
- Can be used by anyone involved in projects with specific focus on team roles, including project lead, sponsor and product owner

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Project Performance Domains



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Keys to Project Management Success

- Find a mentor
- Plan early, plan well
- Manage the scope
- Teamwork makes the dream work
- Communicate, communicate...
- Expect the unexpected
- Complete a closeout report

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Without an adequate plan
success will be a matter
of luck.

Russell Archibald

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Thank you!

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