

Project Coordination for Administrative Professionals Training Course

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Overview

Project coordination for administrative professionals is a one-week course for executive assistants, office coordinators, and support staff who leave with a Project Coordination Toolkit. Participants use practical planning, stakeholder coordination, project records, risk and issue tracking, progress reporting, and closeout methods to support delivery without assuming full project-manager accountability. The course connects administrative discipline with traceable project support across business and public-service settings. Agile Leaders Training Center delivers this course in project coordination for administrative professionals.

Who Should Attend

- Administrative teams responsible for organizing project information, meetings, and follow-up
- Executive support teams responsible for coordinating decisions, actions, and stakeholder communication
- Office coordination teams responsible for schedules, records, and cross-functional task tracking
- Project support teams responsible for status inputs, issue logs, and document control
- Department support teams responsible for small internal initiatives alongside routine duties

The course assumes participants already coordinate people, records, meetings, or deadlines at work and leaves out advanced cost engineering, contract administration, and professional certification preparation.

Departments and Industries

The course supports departments that coordinate projects and internal initiatives across commercial, industrial, healthcare, education, and public-service environments.

- Executive offices and corporate administration
- Project support and transformation offices
- Healthcare administration and facilities services
- Education administration and student services
- Manufacturing operations and shared services

Learning Objectives

By the end of this course, participants will be able to:

- Build a clear project scope and deliverables record.
- Apply work breakdown and responsibility assignment methods.
- Use schedules, action logs, and meeting controls.
- Analyze stakeholder communication and escalation needs.
- Prioritize project risks, issues, and changes.
- Build progress reports and closeout records.

Course Agenda

Day 1: Define the Project Support Role

- Project Life Cycle and Administrative Support Map
- Project Charter and Success Criteria Canvas
- Scope Boundary and Deliverables Register
- Stakeholder Identification and Influence Grid
- Project Information Filing Structure

Day 2: Plan Work and Responsibilities

- Work Breakdown Structure for Administrative Projects
- Responsibility Assignment Matrix Design
- Milestone Schedule and Dependency Map
- Resource and Availability Planning Sheet
- Project Calendar and Deadline Control Method

Day 3: Coordinate Communication and Records

- Stakeholder Communication Plan
- Meeting Agenda and Decision Log Protocol
- Action Tracker and Follow-Up Cycle
- Document Version Control Register
- Escalation Route and Handover Checklist

Day 4: Monitor Delivery and Report Progress

- Risk and Issue Register
- Change Request and Impact Record
- Traffic-Light Status Dashboard
- Milestone Variance and Recovery Analysis
- Project Closeout and Lessons Record

Day 5: Practice Project Coordination

- Suggested Exercise: Define Scope for an Office Relocation
- Suggested Exercise: Build a Responsibility and Schedule Plan
- Suggested Exercise: Run a Stakeholder Follow-Up Meeting
- Suggested Exercise: Prepare a Risk and Status Report
- Capstone Exercise: Complete a Project Coordination Toolkit

Practical Exercises

The course uses suggested activities based on fictional corporate, healthcare, education, and manufacturing initiatives.

- Suggested activity: structure the scope, stakeholders, and records for an office relocation.
- Suggested activity: coordinate actions and decisions for a healthcare service change.
- Suggested activity: prepare a schedule and status dashboard for an education initiative.
- Suggested activity: close a manufacturing support project and record lessons.

FAQs

Who suits project coordination for administrative professionals, and what does it assume?

Project coordination for administrative professionals suits executive assistants, administrators, office coordinators, and project support staff. It assumes participants already organize meetings, records, tasks, or deadlines and need a structured way to support project delivery.

How does project coordination training differ from project manager training?

Project coordination training focuses on plans, records, schedules, follow-up, communication, reporting, and closeout support, while project manager training includes broader accountability for business cases, budgets, governance decisions, teams, and delivery outcomes.

What records do administrative professionals maintain during project coordination?

Administrative project records commonly include the charter, scope register, stakeholder list, responsibility matrix, schedule, meeting minutes, decision log, action tracker, risk and issue register, status report, change record, and closeout file.

How does a project coordinator track actions and deadlines?

A project coordinator tracks each action with an owner, due date, status, dependency, and escalation route, then reviews open items through a regular follow-up cycle linked to meetings, milestones, and progress reports.

How does project coordination support effective stakeholder communication?

Project coordination supports stakeholder communication by recording information needs, owners, channels, timing, decisions, and follow-up actions so that updates remain consistent, traceable, and connected to project priorities.

Conclusion

Participants take back a Project Coordination Toolkit. It combines scope records, stakeholder plans, schedules, responsibility assignments, action controls, risk and issue logs, status reports, and closeout records. The toolkit helps administrative professionals turn routine coordination into structured project support with clearer ownership, traceable decisions, and timely escalation.

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