

### The Project Coordinator Role

## OVERVIEW

Learn the key skills involved in being an effective project coordinator. This course covers everything from how to engage with stakeholders to handling change and risk related to the projects you are working on.

The project coordination role can mean different things to different organisations depending upon the frequency of projects being run at any one time and how the role has been assigned throughout the business.

A project coordination role can range from pure administration responsibilities, for example maintenance of project documentation, plans and reports, through to responsibilities covering the maintenance of headcount databases, materials and configuration management, right up to junior project management including the updating of risk/opportunity registers, schedule updates and financial updates. Project coordinators may have not just one project assigned to them, but several projects they need to keep under control.

The main difference is that although the project coordinator may do some of the project management work, the project manager is ultimately accountable for the successful delivery of the project outputs. The project manager can delegate work, but still retains the accountability.

## IS IT RIGHT FOR ME?

A project coordinator handles a number of responsibilities and duties at the same time. Every day a project coordinator faces new challenges, a number of different queries, schedules, attendance at meetings and conversations with different people. To deal effectively with all the tasks it is very important for the project coordinator to get updates on a regular basis and study closely the changes, latest innovations in technology, different issues, market demands and performance of the company's competitors.

The content covered in this workshop is highly applicable to individuals that operate within varied environments. This one day workshop aims to cover the key elements that this role will need to handle on a day to day basis.

## WHAT WILL I LEARN?

By the end of this workshop you will be able to:

- Understand the key elements of the project coordinator role
- Define the differences between project and operational work
- Understand how to engage with key stakeholders and communicate effectively
- Define the appropriate tools and techniques to plan and control the project (s) assigned to the role and keep control of the interdependencies between them
- Effectively manage your time and work without authority within the teams
- Handle any changes and risk related to the projects you are working on
- Control the various project information elements

## WHAT WILL IT COVER?

Overview

- What is the role of a project coordinator
- What is the difference between project and operational work
- Project management approaches and an overview of the differences between them
- The project lifecycle and goal setting

#### Stakeholder Engagement and Effective Communication

- The stakeholder management process
- How to engage stakeholders and maintain their commitment
- Effective communication with key stakeholders (project teams, project suppliers and customers)
- How to negotiate, influence and persuade the teams without authority
- How to deal with conflict

#### Project Planning, Control and Time Management

- Project planning tools and techniques that can be used
- Identify and assign work to project teams
- Project and personal time management
- Problem solving
- How to monitor and control projects and project interdependencies
- Project reporting

#### Risk and Change Management

- How to handle risks in a project environment
- How and why use baseline management
- How to handle changes in a project environment in order to protect the project assets'
- How to make sure that the strategies to manage the risks and changes are achieving what is required

## **PRE-REQUISITES**

There are no pre-requisites required for attendance, although delegates would benefit from some experience of working in a project or programme environment prior to their attendance.