



# Fundamentals of Project Administration



## Overview:

This SETA accredited course will provide learners with an understanding of:

- The project lifecycle
- The role-players in projects
- Documentation required
- The supportive role of the Project Administrator
- Key skills required by a Project Administrator



## How you will benefit:

- Project Administrators will understand the lifecycles of a project and the importance of providing support to the Project Manager
- Increased confidence to provide support
- Understand the role of the Project Administrator plays in assuring the project administration meets quality requirements
- Ensure project documentation management supports project processes
- Plan, organise and support project meetings and workshops

## Who should attend?

This course is aimed at all Project Administrators and Project Office Administrators

## Cost:

R 5 400 (excl VAT)

## Duration:

Two days course

## What's included in your fee?

- all learning materials
- tuition
- refreshments (tea/coffee and lunch)
- comprehensive toolkit and CD

T: +27 86 111 4576  
F: +27 86 600 4576  
E: [info@trustCoLAB.com](mailto:info@trustCoLAB.com)

[www.trustCoLAB.com](http://www.trustCoLAB.com) | [www.bestpractical.co.za](http://www.bestpractical.co.za)

