

Project Administration in a Project Management Environment

Presented Originally by Marie
Gunnerson at Parsons
Brinckerhoff

Highlights of SDA ED Symposium

- Travel
- Networking
- Workshops
- SDA- The Big Picture

Difference between Project Manager and Project Administrator

- PM's specialty is probably more technical and less managerial
- PA's Support the PM
 - PA's should be part of the team
 - Be focused on the goals of the project
 - Provide complimentary skills to PM
 - Be Flexible
 - Consolidate data from multiple sources
 - Anticipate Project Problems

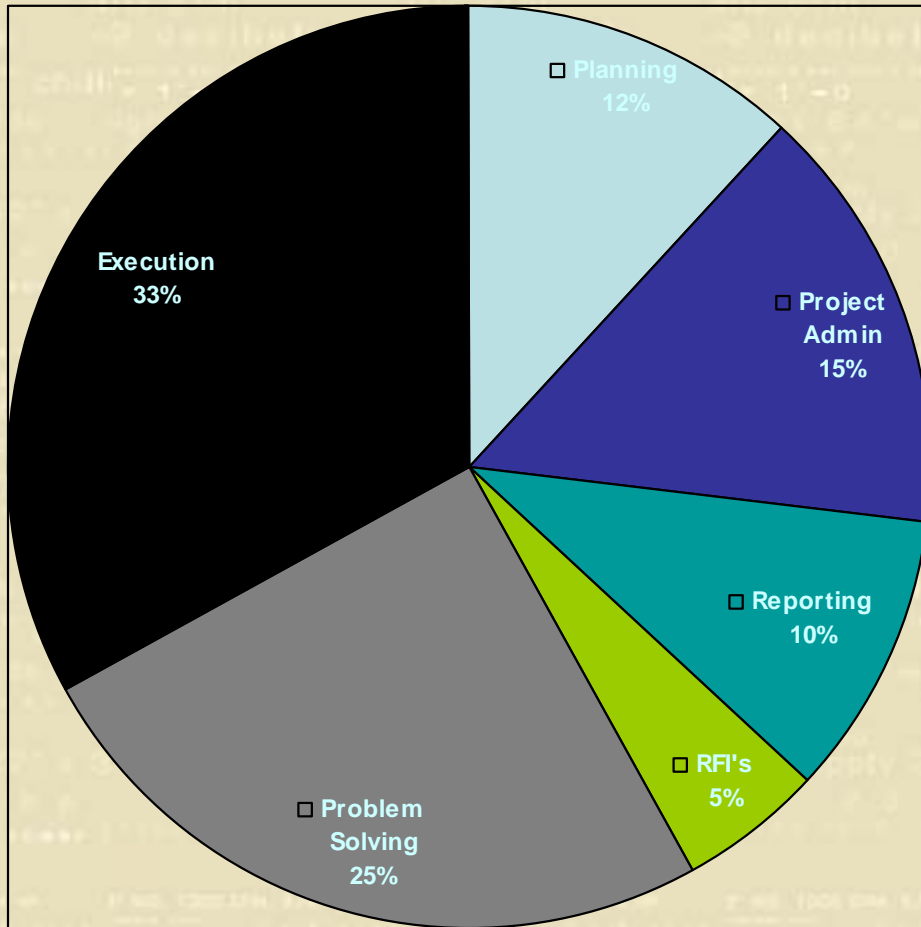
Abilities & Skills Needed

- Flexible
- Expect Change (Anticipate Problems)
- Expand Your Comfort Zone
- Curiosity & Problem Solving
- Soft Skills as Important as Hard Skills
 - Need to be a “People Person”
 - Communication
 - Mentoring & Training

Bottom Line

- PA's allow the PM to focus on what they do best
- Control Quality & Schedule
- Improve Profitability & Cash Flow
- New Career Path
- **YOU ARE THE GO TO PERSON – So you better know everything you can about the project.**

Benefit/Cost Ratio



Example: 40 hrs work week

5 PM Hrs on Planning

6 PM Hrs on Admin

4 PM Hrs on Reporting

PA can do some, not all.

Assume: 3+5+2 = 10 hrs

Value, or benefit, is 10x\$60/hr for PM = \$600

Assume PA is 80% of PM

Cost is (10/.80) or 12.5x\$30/hr for PA = \$375

Benefit \$600

Cost \$375 = 1.6