



INFORMATION ABOUT A CAREER AS A PROJECT COORDINATOR

OVERVIEW

Project coordinators work under a project manager and help ensure projects are completed on time and within budget. These positions are found in a broad range of industries. Project managers plan, initiate, and oversee execution of all elements of a project, and often work with multiple internal teams, contractors, and clients while project coordinators oversee small parts of the larger project and are primarily responsible for administrative tasks.

Project coordinators must be familiar with every aspect of the project, including all short and long-term goals, the entire project calendar, and budgeting details. The project manager is ultimately responsible for a project, but the project coordinator makes sure all aspects of the project run smoothly and efficiently. Their role is more focused on executing specific stages of a plan. A project coordinator works with members of the project team and the client to develop a timeline, create schedules, and oversee progress to make sure goals are met on time. The project coordinator reports to either the functional lead or the project manager, are next in the chain of command and undertake a lot of the logistics for managing the project. A project coordinator functions with a considerable amount of autonomy.

ROLES AND RESPONSIBILITIES

Being a project coordinator in any field requires proficiency in problem-solving and multitasking as multiple aspects of a project are being coordinated and all the issues and risks of the project being communicated. Work environments are often fast-paced and challenging. This person is responsible for assuring everyone is 'on the same page and speaking the same language' which requires excellent organizational and communication skills. A project coordinator is responsible for making sure their part of the project stays on target. Successful project coordinators are self-motivated, attentive, and always follow through.

Project coordinators utilize spreadsheets to track budgets, dates, and other information. They organize contracts, financial files, reports, and invoices, and perform administrative duties such as ordering office supplies, bookkeeping, and billing. They are also responsible for coordinating and attending meetings and developing project strategies. They create project schedules that include materials and manpower

Prepared February 2021 by BCPLAN Navigator

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estimates for management approval. They document project phases and create summary reports.

Characteristics of successful project coordinators include being detail oriented, dependable (do not need to be micromanaged), an effective communicator, productive and able to get things done and have proficient technical and data-entry skills.

EDUCATION, TRAINING AND QUALIFICATIONS

Bachelor's degree in business administration or a related field.

Current PMP certification by the Project Management Training Institute (PMTI)

PROJECT MANAGEMENT INSTITUTE (PMI) ELIGIBILITY CRITERIA

To apply to the Project Management Institute (PTI), an applicant with a 4-year degree must meet the PMP Eligibility Criteria as follows:

- 3 years (36 months) of unique non-overlapping professional project management experience
 - The experience must be leading or directing projects that are non-overlapping, cumulative across all process groups, and within the last 8 years to be counted on the PMI PMP application.
- 4,500 hours leading and directing projects (documented proof required)
- 35 hours (minimum) project management education that preferably covers initiating, planning, executing, monitoring and controlling, and closing

(For someone with only a secondary degree – high school diploma, associate degree or global equivalent the criteria requirements are higher – 5 years (60 months), 7,500 hours and 35 hours of education)

Certification is valid for 3 years.



PROJECT MANAGEMENT PROFESSIONAL (PMP) APPLICATION PROCESS

Project Management Professional (PMP) Application Process

1. Register to become a member of the Project Management Institute (PMI).
2. Take a PMP Course to satisfy the required 35 hours (PDUs) education requirement.
3. Submit a PMP application online (no rush as per PMI rules the 35 hours of training must be completed first).
4. Schedule the exam with Prometric (once application is approved; valid for 1 year).
5. Successfully complete the PMP Exam (200 questions with a 4-hour time limit).

PMP EDUCATION PROGRAMS IN BC

Education programs fall into two broad categories – exam preparation programs (35+ hours) and full training certificate programs. Look for a program that is PMI (Project Management Institute) Registered Education Provider (R.E.P.)

- ***35+ Hour Exam Preparation Education Programs***

Langara College Continuing Studies – [Advanced Project Management Certificate](#)

This certificate program provides more than three times the required amount of project management training, and the course content is regularly updated to match the current version of the PMBOK® Guide. Guidance on studying for the exam also provided.

UBC - [PMP examination prep course](#) (35 hours)

UVIC - [PMP examination prep course](#) (35 hours)

UVIC - [PMP and CAPM examination prep course](#) (35 hours)

PMI West Coast Chapter – [PMP/CAPM preparation courses](#)



- **Full PMP Training Certificate Programs**

SFU – [Part Time Certificate program](#) (5 months)

UBC Continuing Studies (Part time, 6-9 months) - Hybrid (In-class and online)
[Certificate in Project Management](#)

And fully online option - [Project Management - Online](#)

UVIC - [Masters Certificate in Project Management](#)

- delivered in 2 to 3-day modules (18 days over 5 months, every two weeks)
- Total of 9 modules, 120 hours of instruction.

Designed for anyone who does NOT have their PMP® designation from PMI and who wishes to consolidate and certify their project management training for career success

Royal Roads - [Graduate Certificate in Project Management](#) (6 months, mixed delivery)

- Designed for professionals with a minimum of two years' work experience
- provides advanced project management skills with industry professionals who help develop a robust foundation in project management and apply that knowledge within an organization.
- Applicants who do not have the formal academic education to qualify for admission may be assessed on the basis of both their formal education and their informal learning, in accordance with the Flexible Admission Policy

CERTIFICATE ASSOCIATE IN PROJECT MANAGEMENT (CAPM) EDUCATION PROGRAM

PMI - [Certified Associate in Project Management](#) (CAPM)

As of May 2018, the CAPM exam is tied very closely to the PMBOK® Guide, 6th edition. The CAPM exam updates independently from the PMP.

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RESOURCES

America Intercontinental University (AIU) -

<https://www.aiuniv.edu/degrees/business/articles/project-manager-vs-project-coordinator>

Flexjobs - <https://www.flexjobs.com/blog/post/project-coordinator-job-v2/>

Indeed.com - <https://www.indeed.com/hire/job-description/project-coordinator>

Project Manager - <https://www.projectmanager.com/training/role-project-coordinator>

PMI - <https://www.pmi.org/certifications/types/project-management-pmp>

PMI - <https://www.pmi.org/certifications/types/certified-associate-capm>

The Balance Careers - <https://www.thebalancecareers.com/what-are-project-coordinators-2779611>

JOB BOARDS

Glassdoor - https://www.glassdoor.ca/Job/vancouver-project-coordinator-jobs-SRCH_IL.0,9_IC2278756_KO10,29.htm

Indeed.ca - <https://ca.indeed.com/Project-Coordinator-jobs-in-Vancouver,-BC>

Robert Half - <https://www.roberthalf.ca/en/jobs/project-coordinator/vancouver-bc>

Simplyhired -

https://www.simplyhired.ca/search?q=project+coordinator&l=vancouver%2C+bc&job=mMe9CxAX2saXB3xLnMImAX_sR4eA4hN6NuL2aFJnIF_GJ4-i6RdVnrA

Workopolis - https://www.workopolis.com/jobsearch/project-coordinator-jobs/vancouver-british-columbia?job=6uXyQN4wzrV9yU829oLOI4hBYh-Nuvqj3WTFneCqpb9Fi1sGIAjy_Q

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