

Business Operations - Project Coordinator

Sector: BizOps	Occupation: Project Coordinator	Credential(s): Varied/ Stackable Options

CareerWise Colorado (CWC) will introduce and support development of these **Career Ready competencies** throughout the apprenticeship (through boot camp, periodic CWC convening's, and training modules delivered by supervisors/coaches over time).

Career Ready Competencies		
Entrepreneurial	Critical thinking and problem solving	<input type="checkbox"/>
	Creativity and innovation	<input type="checkbox"/>
	Inquiry	<input type="checkbox"/>
	Risk taking	<input type="checkbox"/>
Personal	Self-direction	<input type="checkbox"/>
	Adaptability and flexibility	<input type="checkbox"/>
	Self-management	<input type="checkbox"/>
Civic/Interpersonal	Collaboration and teamwork	<input type="checkbox"/>
	Communication	<input type="checkbox"/>
	Global and cultural awareness	<input type="checkbox"/>
	Ethics and integrity	<input type="checkbox"/>
Professional	Core Academic Foundation	<input type="checkbox"/>
	Time management	<input type="checkbox"/>
	Grit and resilience	<input type="checkbox"/>
	Work ethic	<input type="checkbox"/>
	Self-advocacy	<input type="checkbox"/>

Technical Competencies

For each competency, use the letter X to indicate whether each competency can be taught and evaluated on the job.

Number	Technical Competencies of the Occupation Pathway
<input type="checkbox"/> 1	Search files, databases, reference materials, the internet to obtain needed information.
<input type="checkbox"/> 2	Collect data about internal and external customer needs. <ul style="list-style-type: none"> ● Assess current or future customer needs and priorities through communicating directly with customers, conducting surveys, or other methods.
<input type="checkbox"/> 3	Check data and information for accuracy <ul style="list-style-type: none"> ● Compute, record, and proofread data and other information, such as records or reports.
<input type="checkbox"/> 4	Within provided priorities sorts and redistributes emails or other communications.
<input type="checkbox"/> 5	Compile qualitative data or documentation <ul style="list-style-type: none"> ● Capturing and compiling data, copy, sort, and file records of office activities, business transactions, and other activities.
<input type="checkbox"/> 6	Follow information communication procedures. <ul style="list-style-type: none"> ● Establish and execute a project communication plan.
<input type="checkbox"/> 7	Schedule meetings and manage calendars. <ul style="list-style-type: none"> ● Complete work schedules, manage calendars, and arrange appointments.
<input type="checkbox"/> 8	Understand and troubleshoot office equipment <ul style="list-style-type: none"> ● Troubleshoot office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
<input type="checkbox"/> 9	Keep office equipment in proper operating condition. <ul style="list-style-type: none"> ● Troubleshoot problems involving office equipment, including vendor engagement, such as computer hardware and software.

<input type="checkbox"/> 10	Monitor inventory and maintain inventory records. <ul style="list-style-type: none"> • Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
<input type="checkbox"/> 11	Record information from meetings or other formal proceedings and coordinate follow-up. <ul style="list-style-type: none"> • Prepare meeting agendas, attend meetings, and record and transcribe minutes.
<input type="checkbox"/> 12	Communicates professionally on the phone, in person and in email.
<input type="checkbox"/> 13	Organize and file documents or records. <ul style="list-style-type: none"> • Compile, copy, sort, and file records of office activities, business transactions, and other activities.
<input type="checkbox"/> 14	Send information, materials or documentation. <ul style="list-style-type: none"> • Complete and mail, contracts, policies, invoices.
<input type="checkbox"/> 15	Create and facilitate agenda driven meetings
<input type="checkbox"/> 16	Confer with coworkers to coordinate work activities. <ul style="list-style-type: none"> • Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
<input type="checkbox"/> 17	Use customer feedback to suggest and implement improvements to processes
<input type="checkbox"/> 18	Compile quantitative data or documentation <ul style="list-style-type: none"> • Capturing and compiling data, copy, sort, and file records of office activities, business transactions, and other activities.
<input type="checkbox"/> 19	Proofread documents, records, or other files to ensure accuracy. <ul style="list-style-type: none"> • Compute, record, and proofread data and other information, such as records or reports. • Type, format, proofread, and edit correspondence and other documents, from notes or recordings, using computers.

<input type="checkbox"/> 20	Identify project resource requirements. <ul style="list-style-type: none"> Identify need for initial or supplemental project resources.
<input type="checkbox"/> 21	Prepare documentation for contracts, transactions, or regulatory compliance. <ul style="list-style-type: none"> Process and prepare documents, such as business or government forms and expense reports.
<input type="checkbox"/> 22	Collaborate with others to resolve issues. <ul style="list-style-type: none"> Confer with project personnel to identify and resolve problems.
<input type="checkbox"/> 23	Respond to customer problems or complaints <ul style="list-style-type: none"> Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
<input type="checkbox"/> 24	Coordinate resource procurement activities. <ul style="list-style-type: none"> Negotiate with project stakeholders or suppliers to obtain resources or materials.
<input type="checkbox"/> 25	Plan and manage logistics of large meetings or events, accommodations, or entertainment arrangements.
<input type="checkbox"/> 26	Prepare analytical reports. <ul style="list-style-type: none"> Prepare project status reports by collecting, analyzing, and summarizing information and trends.
<input type="checkbox"/> 27	Analyze data to identify trends or relationships among variables. <ul style="list-style-type: none"> Prepare project status reports by collecting, analyzing, and summarizing information and trends.
<input type="checkbox"/> 28	Develop guidelines for system implementation. <ul style="list-style-type: none"> Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI).

<input type="checkbox"/> 29	<p>Develop detailed project plans</p> <ul style="list-style-type: none"> ● Develop and manage elements and structure of projects. ● Develop or update project plans for projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing. ● Initiate, review, or approve modifications to project plans.
<input type="checkbox"/> 30	<p>Onboarding coach new personnel including youth apprentices</p> <ul style="list-style-type: none"> ● Train other staff members to perform work activities, such as using computer applications.
<input type="checkbox"/> 31	<p>Manage projects or system activities. Develop and manage implementation plans</p>
<input type="checkbox"/> 32	<p>Direct or coordinate activities of project personnel.</p> <ul style="list-style-type: none"> ● Manage project execution to ensure adherence to budget, schedule, and scope. ● Schedule and facilitate meetings related to projects. ● Assign duties, responsibilities, and spans of authority to project personnel.