



THE ESSENTIAL GUIDE TO WORKING WITH A VIRTUAL PROJECT MANAGER



*How They Can Help
Your Business Succeed*



CONTENTS

Signs You Need a Virtual Project Manager	2
Questions To Ask Yourself	3
What is a Virtual Project Manager?	4
What Can A Virtual Project Manager Do For Me?	4
Benefits of Working with a Virtual Project Manager	6



SIGNS YOU NEED A VIRTUAL PROJECT MANAGER

Think about the activities that take up most of your time during an average workday. Can you really handle them all? Better yet, should you be handling them all? Even the most highly adept multi-taskers must eventually delegate certain tasks from time to time to maximize productivity and avoid burnout. The key is knowing what to delegate and when.

QUESTIONS TO ASK YOURSELF

Ask yourself the questions below to find out if there are activities that you could outsource or optimize to make work (and life) more efficient:

- Are you or your team overwhelmed by administrative tasks?
- Is work causing you or your staff to spend less time with family and friends?
- Are you or your staff regularly working overtime but cannot seem to keep up with project deadlines and budgets?
- Are your organization's standard processes and procedures all stored in your head but not documented electronically?
- Does your organization need help unpacking the data to tell its story?
- Does your organization regularly partner with third-party contractors or vendors, but lack the time or network to find the best ones?
- Has your organization ever waited until the end of the year to complete your bookkeeping and missed out on pay deductions?
- Are you unsure who your competitors are and how they compare to your organization?
- Is your organization missing the experience or personnel necessary to effectively coordinate the logistics of your corporate event(s)?

If you've answered yes to any of the questions above, then it's time to consider partnering with a Virtual Project Manager. In the following pages, you'll learn how outsourcing project management functions is a cost-effective solution to help your business reach its goals and regain valuable time to focus on your mission-critical initiatives.

WHAT IS A VIRTUAL PROJECT MANAGER?

A Virtual Project Manager is a self-employed professional who works remotely to provide oversight of projects from conception to completion. Virtual Project Managers help organizations to complete projects through the application of best practices in planning, collaboration, and delegation.

WHAT CAN A VIRTUAL PROJECT MANAGER DO FOR ME?

Virtual Project Managers have the ability to oversee projects of all sizes and types. Whether you're launching a website, implementing new software, or creating a content management system, a Virtual Project Manager can provide the structure necessary to ensure your project runs smoothly and is completed on time and on budget.



STANDARD ACTIVITIES

Here are the standard activities a Virtual Project Manager typically performs:

- Defining project scope, goals, and objectives
- Creating budgets and allocating/tracking resource utilization
- Creating a project plan and schedule
- Managing tasks and milestones according to the project plan
- Reporting project status and identifying issues for resolution
- Leveraging collaboration tools to streamline team communications and delegation
- Reporting results achieved and tracking deliverables
- Capturing and conducting lessons learned for future improvements

PROJECTS TO IMPROVE FUNCTIONS

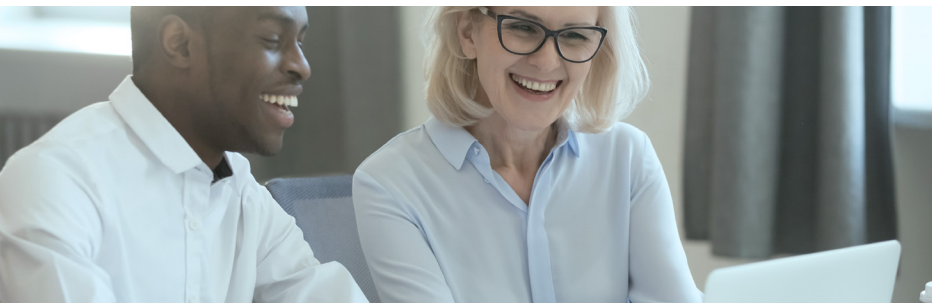
Below are two of the types of projects a Virtual Project Manager can complete to improve your administrative and operational functions:

- Developing Standard Operating Procedures (SOPs) to document internal processes and procedures
- Assessing and automating cumbersome workflows

BENEFITS OF WORKING WITH A VIRTUAL PROJECT MANAGER

So you think you could use some help but still aren't sure if a Virtual Project Manager is the right choice for you. Maybe you feel like you're the only one that can handle everything you do.

Or you're uncomfortable with the thought of working with a remote team member. Perhaps you think there's no way your company can afford to hire additional support.



All of these are typical concerns for many entrepreneurs, team managers, and other busy business leaders and professionals when considering hiring a Virtual Project Manager for the first time. Consider though, the professional and personal risks of what could happen if you don't make a change in the way you're currently working. Delays, declines in quality output, and decreased productivity are all costly and all too common outcomes of work overload, which can also negatively impact your well-being.

Now compare the risks you identified to the potential rewards of trying a solution that may be new for you, but has the potential to make it easier for you to reach success in business—and in life. A Virtual Project Manager may be the answer you're looking for.

THE TOP FIVE BENEFITS OF WORKING WITH A VIRTUAL PROJECT MANAGER

1. IMPROVE ORGANIZATION, STREAMLINE PROCESSES, AND MEET DEADLINES

Your time is your most valuable resource. A Virtual Project Manager can take over projects and improve the parts of your business that are time-consuming, freeing you up for higher-priority activities.

2. INSTANTLY INCREASE MANPOWER

A traditional hiring process can take weeks or longer to find and place someone with the right skills in your area. Choosing a Virtual Project Manager means you gain on-demand access to the widest pool of talent.

3. MINIMIZE OR COMPLETELY ELIMINATE OVERHEAD COSTS

Hiring a "traditional" employee is expensive. As a 100% remote employee, Virtual Project Managers don't require you to spend money on equipment, office space, benefits, or training.


4. NO DOWNTIME

There is no wasted downtime working with a Virtual Project Manager. You pay only for the time the Virtual Project Manager spends working on your project or tasks.

5. GAIN ACCESS TO PROJECT MANAGEMENT BEST PRACTICES AND TOOLS

A Virtual Project Manager brings experience, best practices, and proven tools that will help you avoid costly mistakes or issues that you might encounter on your own.

Keep your focus on the big picture.
Let us handle the day-to-day details.



**SAVE MORE.
DO MORE.
GROW MORE.**

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