

# Project Coordination

## Briefing

This guide is designed to help you spot tasks that can be handed over to a VA, what Jessanol would usually need from you, and what the end result could look like.

### HOW THIS HELPS

Projects can quickly become a mixture of emails, meeting notes, documents, actions, deadlines and decisions. When no one is keeping track of the moving parts, things can slip without anyone meaning them to.

Jessanol can help keep projects organised by tracking actions, deadlines, documents and communication.

### THIS IS USEFUL IF

This type of support may be useful if:

-  A project has lots of small moving parts
-  Actions are being discussed but not always tracked
-  Deadlines are coming up and need monitoring
-  Files, notes and updates are scattered
-  You need someone to follow up without making it feel heavy-handed
-  Meetings are happening but actions are not always captured
-  You want clearer visibility of what has been done and what is still outstanding

## WHAT JESSANOL CAN SUPPORT WITH

Jessanol can help coordinate project admin and keep information organised.

This may include:

- Updating task lists
- Tracking deadlines
- Organising project folders and information
- Preparing agendas or notes
- Following up on actions
- Flagging risks, blockers or missing information
- Supporting communication between people involved
- Preparing short project updates

## RECOMMENDED RHYTHM

This can be done weekly, or more often for active projects with several moving parts.

For example:

- Weekly project check-ins
- Updates and follow-up support after meetings
- Regular task list reviews and deadline tracking before key milestones
- One-off support to bring a project back into shape

## ACCESS LIKELY NEEDED

Jessanol will probably need:

- Access to the project area, task list or tracker
- Access to relevant folders and documents
- Access to meeting notes or action logs
- Relevant email threads or communication history
- Calendar access if deadlines or meetings need tracking
- Details of project roles, responsibilities and decision-makers

## IMPORTANT CONSIDERATIONS

Before starting, we will agree:

- Where the main project information should live
- Who owns each action
- Which updates should be shared and how often
- What Jessanol can follow up directly
- What needs to be escalated to you
- Which decisions Jessanol can record, but not make
- How risks, blockers or delays should be flagged

Project updates should be factual and easy to scan. Jessanol will not make decisions on your behalf unless that has been clearly agreed.

## STEP-BY-STEP INSTRUCTIONS

1. Review the current project notes, tasks and deadlines.
2. Check what has been completed since the last update.
3. Identify outstanding actions, blockers or missing information.
4. Update the project task list or tracker.
5. Add deadlines, owners and notes where needed.
6. Prepare a short project update if required.
7. Follow up on agreed actions using approved wording.
8. Save new files or notes in the correct project folder.
9. Flag anything that needs a decision.

## WHAT YOU NEED TO PROVIDE

To get started, you will usually need to provide:

- A short overview of the project
- Access to the project task list, notes or folder
- Details of key people involved
- Current deadlines or milestones
- Any recent meeting notes or email threads
- Guidance on what Jessanol can follow up directly
- Guidance on what needs to come back to you

The project does not need to be perfectly organised before support starts. Jessanol can help pull the moving parts into one clearer place.

## WHAT YOU'LL GET BACK

You should have:

- A clearer view of project actions and deadlines
- Better organised project information
- Fewer missed follow-ups
- Easier handover between meetings or work sessions
- Earlier visibility of risks, blockers or missing information
- Less time spent trying to remember what was agreed

If this sounds familiar, we can use this as a starting point to work out what support would be most useful. Contact me: [jane@jessanol.com](mailto:jane@jessanol.com)