



IT Project Coordinator

2-YEAR APPRENTICESHIP*Keep technology projects on time, on budget, and on target.***ABOUT THIS ROLE****ABOUT THIS ROLE***(Grades 8–10: Explore & Apply)*

IT Project Coordinators are the connective tissue of technology teams — tracking tasks, organizing schedules, supporting stakeholders, and making sure projects cross the finish line.

YOUR INCAP PATH

Apply in 10th grade · Apprenticeship begins Grade 11 · Paid **\$10-12/hr**

YOU WILL BE LEARNING TO

- > Plan and track technology projects
- > Coordinate schedules and stakeholder communication
- > Manage risks, budgets, and deliverables
- > Use industry project management tools

**GRADE 11****YEAR ONE***(Grade 11)***AT THE EMPLOYER (2 DAYS/WEEK)**

- > Capture meeting notes and action items
- > Track tasks and deadlines in project tools (Jira, Asana, etc.)
- > Support scheduling and calendar coordination
- > Draft stakeholder updates and status reports
- > Maintain and organize project documentation

ICC TRAINING (1 DAY/WEEK, FLEXIBLE)

Project management foundations · Agile & Scrum basics · Business communication · PM tool certification prep

*** BOTH SUMMERS**

Full-time at employer · 1 day/week ICC training continues

**GRADE 12****YEAR TWO***(Grade 12)***AT THE EMPLOYER (3-4 DAYS/WEEK)**

- > Lead coordination of small end-to-end IT projects
- > Maintain risk logs and escalate blockers proactively
- > Coordinate vendors and external partners
- > Present project status updates to leadership
- > Contribute to process improvement and PM playbooks

ICC TRAINING (INTEGRATED, FLEXIBLE)

Advanced project management · Risk & change management · Budget tracking · Capstone project delivery

UPON COMPLETION

Employment Honors Plus Seal · **INCAP IT Project Coordinator Certificate** · Portfolio eligible for college Credit for Prior Learning

**WHAT'S NEXT****WHERE IT LEADS**

Your INCAP credential opens doors — wherever you want to go.

WORKFORCE

Ready for IT project coordinator, PMO analyst, and technology operations roles. Your INCAP certificate demonstrates hands-on project experience employers value.

INCAP CAREER PROGRAM

Advance into program management, IT operations leadership, or enterprise project management — earning a credential equivalent to a bachelor's degree.

COLLEGE

Use Credit for Prior Learning from your INCAP apprenticeship to accelerate a degree in business, information technology, or project management.

Learn by doing — and set yourself up for success.

IndianaCAP.org