

Project Management for Public Health Practitioners

Description

Public health practitioners are often responsible for a series of projects, some within their program area, others that are integrated across programs; some that they complete independently, others that depend on partners or contractors. Projects are often defined by grant objectives or by integrated strategy goals and outcomes. To identify, coordinate, and manage resources towards project results, staff must have project management skills.

Project management is more than tools and techniques: it is a set of skills to effectively and efficiently manage people and resources to achieve results on time and in budget. Good project management skills enables the manager or project coordinator to manage multiple projects, focus on priorities, accomplish necessary tasks and make appropriate resource decisions.

This session will develop skills to plan and manage multiple projects of different sizes and scopes. Participants will learn how to better delegate, coordinate multiple players, and resolve conflicts to be more efficient, effective, and productive.

Sample Training Contents

Tab	Heading	Content
1	Introduction and Overview	Purpose, Outcomes, Learning Objectives, Everyday Project Management, Overview of Project Management, Public Health Examples
2	Definitions and Frameworks	Definitions, Project Management Cycle, Projects vs. Programs, Project Mindset
3	Define and Organize	Project Concept, Project Definition, Project Group
4	Plan the Project	The Public Health Project Plan, From Goals to Tasks, Build Schedule, Assign Responsibility, Define Resources, Project Plan Tools
5	Manage the Project	Getting Started, Supervision, Performance Management, Situational Leadership, Conflict Management, Decision Making, Meeting Management
6	Monitor and Adapt	Monitoring, Adapting, Pulling the Plug
7	Closing the Project	The End, Close Out, Transition
8	Managing Multiple Projects	Tools, Manage Your Energy, Manage Your Time