

COURSE BRIEF

Course on Project Management for Tobacco Control

1) **Name of the course**

International Course on Project Management for Tobacco Control

2) **Brief background of the course**

The objective of this course is to provide participants with knowledge and skill on Project Management for Tobacco Control. Participants will also be equipped with knowledge on tool and techniques required for managing project effectively and to deliver the promise in their respective countries.

This course will be a 5 day intensive programme specifically designed for Leaders, Senior Managers and their Direct Reportees in the Government, Universities or Institutes and NGOs working in Tobacco Control Programs at the National, Provincial or City level.

The course will use a combination of lectures/presentations, problem-based learning approaches using case studies, and large group interactive discussions to strengthen project management capacities of Tobacco Control Managers. Project management sessions will cover sessions on project life cycle, planning using the logical frame work analysis, managing of project resources and obligations and project monitoring control and evaluation.

3) **Who is it for?**

This Course will target project managers, senior and middle level officials responsible for Tobacco Control Programme or from the provincial/state/city level, Professors and Research Associates working from universities and institutes working on Tobacco Control, from high consumption countries. Programme personnel who look after project management and other staff in responsible position who directly or indirectly deal with donor communication and managing various administrative aspects of the project can also apply. National and International NGO's involved in Tobacco project implementation through donor funds or otherwise are also encouraged to apply. This course is ideal for a person who already has some basic concepts and hands on experience with management of projects and finances. The course will also emphasize on planning and monitoring/evaluation skills for those at the helm of affairs in provincial levels. This course is targeted at Tobacco Control professionals from low income and developing countries.

4) **What is in it for me and my organisation?**

The participants will gain in depth knowledge on how to plan and organize, implement and evaluate project. They will be able to strengthen their capacity in project management, project strategy, planning, monitoring and evaluation. The participants will also be able to link the financial and administrative aspects to donor funded projects through effective overall project management.

5) **What will I be able to do after participating that I could not do before?**

Project management

- Define project objectives and outcomes

- Develop a project implementation plan using the logical framework analysis
- Project Costing and Budgeting
- Plan and schedule projects effectively
- Use project problem identification tools
- Use project management tools to keep track of project activities
- Develop monitoring and evaluation plans for their projects
- Measure, monitor and control project progress
- Evaluate projects
- Develop high performing and motivated teams for project management

6) What will I do during the course?

- Work in a group on a simulated project
- Develop a logical framework matrix using project planning approaches
- Develop a monitoring and evaluation plan
- Develop a work breakdown structure for projects
- Schedule projects by developing a network diagram
- Link budgets to Project management and evaluation

Management level definitions

Supervisors and new managers:

Management, team leaders and supervisors who implement organisational strategy at the first line (with up to 3 years of management or supervisory experience)

Middle managers:

Managers who contribute to the formulation of organisational strategy and are responsible for its implementation within their departments/functions. This includes departmental and functional heads with people management responsibility, project managers, and experienced managers (with 4 to 7 years of management experience)

Upper-mid managers

Senior executives who are responsible for, or participate in, the formulation of organisational strategy and who lead strategy execution. This includes senior functional heads, general managers, regional or area directors, unit/division directors and senior project managers (with more than 8 years of management experience)

Senior and top managers

Strategic organizational leaders, organisational decision makers and thought leaders within their field, who are responsible for the formulation of organisational or programme strategy and who lead organizations at regional, national, and international levels. These include CEOs, Executive Directors, CFOs, other C-functions, presidents, vice presidents, board members, managing directors and international directors.

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