

# Using Project Management to Improve Grant Administration

 3-day Virtual Course



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## COURSE DESCRIPTION

Successful grants often utilize project management skills. Project management is the process of leading the work of a team to achieve goals and meet successful criteria within a specified period of time. The primary challenge of project management is to achieve all of the project goals within the given constraints. For grants, this information is usually described in project documentation, created at the beginning of the development process. The primary constraints are scope, time, and budget. A secondary challenge is to optimize the allocation of necessary inputs and apply them to meet pre-defined objectives.

This 3-day virtual course will provide information about how to use program management to improve grant implementation. Get results using time-tested strategies and practical, hands-on tools to execute and succeed in project management. You'll learn how to scope projects effectively, improve time budgeting and resource allocation, and get the project done on time and within budget to manage grants successfully. This course "builds" from each day to the next. Participants should plan to attend the entire course or risk becoming lost because they have skipped a session.

The structure of this course calls for 2-hour daily virtual sessions over a three-day period.

## COURSE OBJECTIVES:

After successful completion of this course, participants will be able to:

- Understand the core concepts that apply to a Product Manager role
- Know the difference between Product Management & Project Manager
- Help lead a product Team and learn how your team can contribute to the success of a grant
- Improve your relationships with stakeholders in your job as a grant Manager
- Implement tools that are used for project management

## WHO SHOULD ATTEND

This training is most relevant for staff who are involved in the programmatic and/or financial management of a grant.



**January 30 – February 1, 2024**

*January 29 – January 31, 2024 for American Samoa, Hawaii and U.S. Virgin Islands*



**6 CPE Credit**



**Virtual Delivery**



**ADD TO CALENDAR**

<https://evt.to/asgemasaw>










## \$ TUITION FEES

With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas. The course fee is waived and there is no cost to register and attend. Professionals who do not meet the above criteria, please contact [info@pitiviti.org](mailto:info@pitiviti.org).

## 📅 COURSE DATE AND TIME

This course will take place virtually from January 30-February 1 (January 29– 31, 2024, for participants from American Samoa, Hawaii and U.S. Virgin Islands). Specific training times for each jurisdiction follow below:

 Palau	01/30 — 02/01	08:00 a.m. — 10:00 a.m.
 CNMI, Chuuk, Yap, Guam	01/30 — 02/01	09:00 a.m. — 11:00 a.m.
 Kosrae, Pohnpei	01/30 — 02/01	10:00 a.m. — 12:00 p.m.
 Fiji, RMI	01/30 — 02/01	11:00 a.m. — 01:00 p.m.
 American Samoa	01/29 — 01/31	12:00 p.m. — 02:00 p.m.
 Hawaii	01/29 — 01/31	01:00 p.m. — 03:00 p.m.
 U.S. Virgin Islands	01/29 — 01/31	07:00 p.m. — 09:00 p.m.

## 👤 INSTRUCTORS

### David Rykken

David Rykken has more than 25 years of experience in public service working with all levels of government. He has worked for HHS at headquarters in DC for the last 15 years as a Supervisory Management Analyst, a Senior Emergency Management Specialist, and a Supervisory Public Health Advisor.

Prior to working for HHS, David was the Chief of the Ancillary Services in the Republic of Palau. In addition to his experience in health care administration, he has spent several years doing overseas development work in African and Asian countries and has taught business and English courses in Indonesia, Thailand and Turkey.

David has a Postgraduate Diploma in Public Health Leadership and Management from the Fiji School of Medicine, an MPH in Policy and Administration from the University of North Carolina and a Diploma from the United States Naval War College as well as a BA from St. Olaf College and a teaching certification in ESL.

David has organized and conducted HSEEP, NIMS, OSHA, Hazmat, Grants Management, First Responder, Communications and other competency-based trainings. He has taught all of the Graduate School courses that lead to the Certificate in Grants Management and stays current on issues related to oversight and monitoring of contracts and grants.



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