

# PROJECT MANAGEMENT ESSENTIALS (FOR STRENGTHENED PUBLIC EYE HEALTH SERVICES)

## Course overview

Some of the most exciting and remarkable achievements in blindness prevention these last two decades have been through eye care initiatives designed and implemented as projects. The project management approach presents many opportunities for a discipline like eye care in highly challenging health system environments in low and middle-income countries (LMICs).

The aim of the “*Project management essentials*” course is to enable participants to develop comprehensive project plans, from their own conception to feasibility assessment and marketing. The course zooms in on the principles and techniques of the project management approach and assists participants to develop their project plans in practical, context-sensitive and interactive training units.

## What is the course purpose?

The course purpose is to provide the participants with the knowledge and skills of project management to apply in the design of interventions for achieving success in eye care programmes.

## Who can participate?

The Project Management Essentials (PME) course for Strengthened Public Health Services (SPHS) is targeted for clinicians, educators, researchers or programme / project managers, coordinators, and administrators responsible for delivery of public eye health care services people working in prevention of blindness programmes in low and middle-income countries (LMICs). People starting to work in public health project manager positions may find the training extremely useful.

## How is the course structured?

The SPHS-PME contact course in contact mode (5 days) and in online over 10 weekly sessions, with each session (details in box alongside) comprising of a video lecture, a slide presentation, reading materials, and individual exercises to be completed in the time between the weekly sessions.

Participants will learn how to access and utilize the information and resources needed to plan, develop, market, and implement health service projects.

## Provisional schedule

PRE-ACTIVITY	
PHASE / SESSIONS	SESSION TITLES
PHASE 1: Day 1-2 or Week 2-4	1. Introduction to management 2. Project management approach and the project cycle 3. Project management tools 4. Project activities planning
PHASE 2: Day 3-5 or Week 5-10	5. Human resources in projects 6. Project time management 7. Project cost management 8. Project quality management 9. Project risk management 10. Monitoring and evaluation in projects 11. Project marketing, administration, communication, and reporting
POST-ACTIVITY	12. Project feasibility assessment and feedback

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## Which teaching methods are used?

Faculty engage with participants through didactic lectures to cover the basic principles of the topics, supported by additional learning resources. The concepts are elaborated with examples, exercises, interactive discussions, quizzes, and further readings, before participants are required to complete individual and group assignments to apply the learnings.

## What is the principal output of the training?

The principal output of the training is project plan, complete with Theory of Change, budget, and other essential components, while aligned with organisational strategic aims. The course is ideal for participants with responsibility to plan and manage real-life health care projects which they intend to implement.

## When is the course offered?

The course is offered in contact mode (over 5 days in March every year, in Cape Town, South Africa) and in online mode, with synchronous and asynchronous sessions, starting in July.

## Which assessment methods?

Formative assessments will take place during the contact period with plenary and online quizzes, short individual and group exercises and a take-home assignment. Participants' homework is reviewed and with feedback, returned as formative and summative assessments. An aggregate mark of 50% constitutes successful completion of the course.

## Who offers the course?

The course is offered by the Community Eye Health Institute (CEHI) in the Division of Ophthalmology, Faculty of Health Sciences, at the University of Cape Town (UCT), South Africa. The course faculty possess expertise in project management, public health, advocacy, health promotion, health professional education and health programme management and leadership.

## What type of certification?

Qualifying participants will receive a **Certificate of completion**, from UCT-CEHI. **Continuous Professional Development** (CPD) points are available for fee-paying participants, if required.

## What are the costs involved?

1. No fee is payable for first phase of the course. All participants should do this.
2. To complete the full course, a total fee of \$500 is payable. A 20% reduction of fees is applicable if more than 2 applicants enrol from the same (fee-paying) organisation.
3. Participants can select to enrol for any number of individual units of the second phase, at \$50 per unit.
4. Participants can select to enrol for the post-activity, at a fee of \$100.
5. Self-paying participants from sub-Saharan African countries are eligible for full or partial fee-waiver.
6. For the contact version of the course, travel and accommodation costs to and from Cape Town, South Africa, should be adequately budgeted for.

## How can I apply?

Complete the embedded Feedback form on <https://health.uct.ac.za/cehi/education/strengthening-public-eye-health-services-sphs-training-offered>, with comments and submit. You will be provided the required information and a link for application.