



Video Transcript: PM Toolkit

Description Narrator (00:00): RHNTC logo, Reproductive Health National Training Center.

Speaker 1 (00:04): Getting started with the TPP Project Management Toolkit brought to you by the RHNTC. Are you a TPP leader looking for project management resources to support your work? The RHNTC's TPP Project Management Toolkit is here to help. Use the Toolkit to keep your project running smoothly, prevent and manage risks. Continuously improve, and set your staff and partners up for success. Each section includes Action Steps, and Supportive Resources on an important part of Project Management including: Work Planning, Staffing and Professional Development, Partnerships, Budget and Cash Flow, Communication and Dissemination, Quality and Innovation, Sustainability, and Reporting. Think of the Toolkit as a choose-your-own-adventure. Use it as a step-by-step guide or jump to the sections that meet your project needs. Let's explore how the Toolkit works for Jenny, a seasoned Project Leader. This grant cycle, Jenny is excited to grow her network so she can scale the project and maximize its impact. But to make that happen, she knows she can't keep partner names, numbers, and notes on random Post-its anymore. She wants help getting organized so she can find the info she needs when she needs it and be more intentional about managing those relationships. Looking for help, Jenny navigates to the Partnerships section of the Toolkit. She finds the Partnership Tips and Tracking Template, which is set up to capture key info about each partner, contact info, communication preferences, agreement terms, and more. Jenny feels relieved to find a template like this in the Toolkit, so she doesn't need to start from scratch.

Speaker 1 (01:51): And here's Sam, a Project Manager new to TPP. Sam knows that if they tackle too many activities at once, their staff will feel overwhelmed. So they reach out to their Project Officer, NRHNTC Liaison, for advice. Their Liaison sets up a quick call with Sam to better understand their needs. Then shows them the RHNTC Project Management Toolkit.

Description Narrator (02:14): Sam navigates the TPP Project Management Toolkit webpage to select the Work Planning page. He clicks on the Prioritization Matrix tab to access literature.

Speaker 1 (02:23): Together, they realized the Prioritization Matrix is just what Sam needs to plan more strategically. Sam uses this tool to organize their needs by impact and difficulty. With a better sense of what their team needs to tackle first, Sam revises the workplan to be more doable and effective. As you can see, the TPP Project Management Toolkit has resources for all project leaders, new, experienced, and everywhere in between. Take a look and see for yourself at rhntc.org/resources/tpp-project-management-toolkit. Brought to you by the Reproductive Health National Training Center. Visit us at rhntc.org.