

Sample Projects in Project Planning and Implementation

Job Title: Project Director (part-time staff position)

Client: NEW-BOLD Enterprises, Inc. for a unit of DHHS

Project Description:

Responsible for staff hiring and supervision, monthly financial reporting, ongoing issue management, analytic support tasks.

Job Title Environmental Scan

Client Office for Education and Special Initiatives (OESI), National Cancer Institute (NCI) with the Division of Applied Human Technologies at ORC/Macro International

Project Description

Synthesized research data into priorities and supporting rationale for program areas, created a strategic plan to support the budget process and a work plan to link with staff operations.

Job Title Career Connections Employer Involvement Project

Client Annapolis and Anne Arundel County Chamber of Commerce

Project Description

Promoted employer involvement in career exploration activities at Anne Arundel County Public Schools. Analyzed the needs of the educators and employers and created a set of tools to help employers and educators organize activities within the framework of career clusters. Developed resource manuals to provide partners with a common library of materials.

Job Title Company of Friends Coordinator

Client Company of Friends - Pro Bono

Project Description

Planned programming for Fast Company's 800-member reader's network in Washington, DC, the Company of Friends. Organized meetings skill building, networking, and discussion sessions. Created linkages with other networking groups, matched members with similar interests, organized a symposium for Coordinators from several other states.

Job Title Management Support: Providing TA to States on Limiting Tobacco Access to Minors and Compliance with the DHHS Synar Requirements

Client Johnson, Bassin & Shaw, Inc

Project Description

Provided support and direction for the 5th National Synar TA Workshop, planning assistance for a multi-state TA Meeting, assist with materials development and overall concept for consultant training, participated in conference calls with states and provided content review on work plans for technical assistance on Synar. Provided oversight of staff through weekly update meetings to review progress and handle problems. Reviewed site visit reports.

Price Project Management and Implementation

Core Competencies

Job Title Center for Substance Abuse Prevention Model Programs

Client ROW Sciences, Inc./Lockheed Martin

Project Description

Conducted a 360 degree evaluation, interviewing project staff, contractor staff and service recipients to determine progress from the first year of program operation. Structured the inquiry, conducted interviews, wrote a summary report describing how a government agency (CSAP) implemented this initiative: how goals were met; which strategies best served the goals; and made recommendations for future directions.

Job Title Start-Up Implementation for Retail Skills Centers

Client TRAC/USA and the National Retail Federation Foundation

Project Description

Participated in and documented the implementation process for building, staffing, and operating the three Retail Skills Centers at King of Prussia, Jersey Gardens, and Arundel Mills shopping centers. These centers provide standards-based training in Customer Service, assistance in obtaining employment in the retail sector, and access to post-secondary education. Conducted needs assessments, assisted in creating a trainer's curriculum, created information sheets and marketing materials, conducted research on sustainability, provided on-site management support during start-up.

Job Title Best Practices in Integrating Retail Skill Standards into Training Curricula

Client National Retail Institute

Project Description

Researched and documented best practices in the utilization of skill standards in workforce development and education programs. Created a framework for data collection, conducted interviews, and wrote profiles on retail training programs, describing how the programs work, whom they serve, and which elements are critical to success.

Job Title Management Support: Providing Technical Assistance (TA) to States on Limiting Tobacco Access to Minors and Compliance with the DHHS Synar Requirements

Client Birch & Davis

Project Description

Created a technical assistance (TA) component to respond to a federal requirement added to a TA contract. Designed a TA component to complement existing system to address the requirement that states limit youth access to tobacco. Integrated the Tobacco TA system into the existing delivery mechanism.

Job Title Effectiveness of dissemination of a CSAT Treatment Improvement Protocol

Client The CDM Group, Inc. for Center for Substance Abuse Treatment (CSAT)

Project Description

Managed the process and oversaw logistical support for a study on the effectiveness of dissemination a CSAT Treatment Improvement Protocol. The study aimed to elicit practical information and recommendations of State Alcohol and Drug Abuse Directors, treatment center administrators and front-line practitioners on how to make CSAT publications more user-friendly.

Price Project Management and Implementation

Core Competencies

Job Title Promising Practices from the Community Partnership Grant Program

Client Soza & Company, Ltd. for Center for Substance Abuse Prevention (CSAP)

Project Description

Supervised the design and development phase of a project to utilize the results of research on best practices in a portfolio of community substance abuse prevention grants to create training materials.

Provided oversight to writers, editor, and graphic designer; worked with the client and vendors through the approvals process and the initial dissemination plan

Job Number Permanent Position

Job Title Program Manager, MACRO International, Health & Human Service Division

Project Description Managed the planning phase of an exploratory project as part of the Coordination Contract of the CSAP Training System. Developed recommendations for implementation, served as liaison with the Government Project Officer, initiated working relationships with training delivery contractors, evaluation contractor, and state agencies. Arranged and facilitated meetings at local sites to determine interest and feasibility. Created short- and long-term plans for implementation.

Job Number Permanent Position

Job Title Public Health Advisor, Office for Substance Abuse Prevention, Division of Community Prevention and Training

Project Description

Served as Government Project Officer for 25 Community Partnership and Community Youth Activity Grants totaling over \$6 million per year. Conducted site visits to monitor progress and recommend strategies for improving community mobilization to address substance abuse prevention. Made presentations and represented OSAP at meetings and conferences. Served as liaison to the Training and Evaluation Branch, assisted in program planning and implementation of Division activities.

Job Number Permanent Position

Job Title Research Assistant III

Project Description

Institute for the Study of Smoking Behavior and Policy, Harvard University, Cambridge, MA

Reviewed literature and wrote summary papers on adolescent substance abuse prevention. Managed a research and reference library on smoking behavior and policy, including hiring and supervising staff.

Planned and implemented computer-based information systems. Edited a biannual newsletter, coordinated a monthly publication and dinner symposium series.