

Coraki Healthy Towns Challenge Committee

Draft

Project Management and Operational Guidelines

Coraki Healthy Town Program (CHTP) is the umbrella scheme for a number of projects which will implement the Coraki Healthy Town Challenge (CHTC). The Coraki Healthy Town Committee (CHTCC) is responsible for the management of CHTP.

An important part of the management of CHTP is limiting the scope of the Committees activities to what is achievable.

In the case of the CHTCC the activities must be limited to Planning, Proposing, Prompting and Advocating for facilities and policy which produce a healthier outcome for individuals, groups within the community or the whole community. Planning, Proposing, Promoting and Advocating should be interpreted broadly so that it can include support for individuals undertaking healthy activities, with a focus on healthy eating, active living and stop smoking, and participating in NSWHealth's Get Healthy project.

The constrain on the activity of are the result of the limited funding \$15,000 available to the committee and the limited time frame of 6 month for the CHTCC to achieve its program objectives.

In view of the constraints a systematic review of each proposed project must be undertaken quickly and efficiently to select projects with the optimum outcomes. The criteria to be applied includes:

- 1. Does a project deliver useful outcomes:**
 - I. What health related issues does this project address?
 - II. What are the objectives of the project?
 - III. What is the physical, social, educational, environmental or other benefit?
 - IV. Who benefits and how many?
 - V. Why is it worthwhile?
 - VI. How will the outcomes be measured and what evidence will be used?
- 2. Is the project viable:**
 - I. Is there a carrier or champion for the proposal (critical make or break a project)
 - II. What are the constraints on the project
 - a. Is it within the capabilities of the committee?
 - b. Is it achievable within the time constraints?
 - c. Is it achievable given competing alternative proposals?
 - d. Is it achievable within the resource constraints of the committee?
 - e. Is it achievable within known constraints (organisational, financial, time)?
 - III. What are the risks to the project and the CHTP?
- 3. Is the project feasible:**
 - I. What are the requirement of the project for:

- a. Time
 - b. Money
 - c. Resources existing and required for each project
 - d. Organisational?
- II. Given these constraints can the project be taken to a stage or phase where it is operational?
- 4. Is the project sustainable beyond the life of the challenge?**
 - I. For how long can it be maintained?
 - II. Who will be responsible over the long term to maintain the project?
 - III. What mechanism and organisational arrangement will be needed to maintain the project?
 - IV. What will be the cost of maintain the project?
 - V. What are the funding source to maintain the project?
- 5. Target areas, select at least one:**
 - I. Policy of a business, organisation or government agency resulting in operational change to produce healthy outcomes?
 - II. Environment - Changes to or in physical and social structures and functions to make it easier to obtain healthy resources or behaviour?
 - III. People focussed to build individual knowledge, skills for healthy behaviour and support for individual behaviour change?
- 6. Proposals**
 - I. Each project will need to be supported by a brief project plan prepared by or for the project leader to obtain the support of the CHTCC.
 - II. Support will depend on the committee's assessment of a projects viability based on the material in the project plan.
 - III. The CHTCC members are available to assist in the development of the project plan.
 - IV. In the process of completing a project plan there is varying degrees of uncertainty over the future so some elements will be best estimates based on evidence rather than a definite outcome.
 - V. Over the course of the project the plan will need to be made more definitive.