

## PROJECT MANAGEMENT TIPS

*This document provides project management tips that the Southern Nevada Health District found invaluable in adapting the IDER Toolkit.*

- What IDER Plan components do you already have?
- Who are the subject matter experts in your organization?
- What parts of an IDER is your health department accountable for?
- Who will be team leader in creating/enhancing your IDER Plan?
- Assemble IDER subject matter experts.
- Review the IDER organizational chart.
- Delete IDER organizational chart functions not needed.
- Set milestones for plan completion.
- Appoint team members to project tasks.
- Set meeting calendar.
- Decide method of document management.
- Agree on format for plan components.
- Establish a review process.
- Create a list of applicable toolkit sections.
- Make assignments (with deadlines).
- Work from the top of the organizational chart down.
- [Share your experience with the SF Bay Area APC](#) so other health departments can learn from it.