

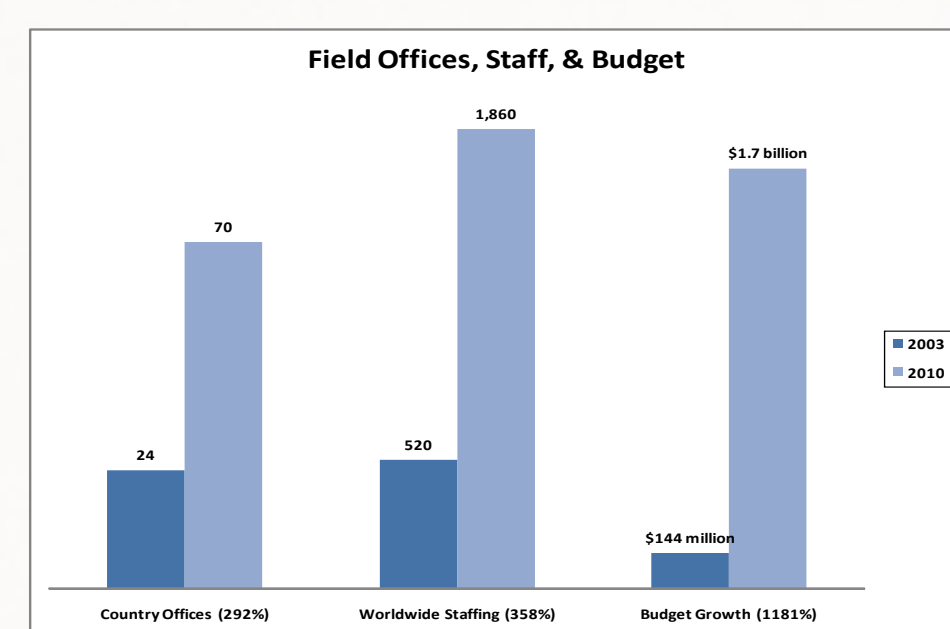
## BACKGROUND / CHALLENGES

### PRESIDENT'S EMERGENCY PLAN FOR AIDS RELIEF UNPRECEDENTED GROWTH<sup>1,2</sup>:

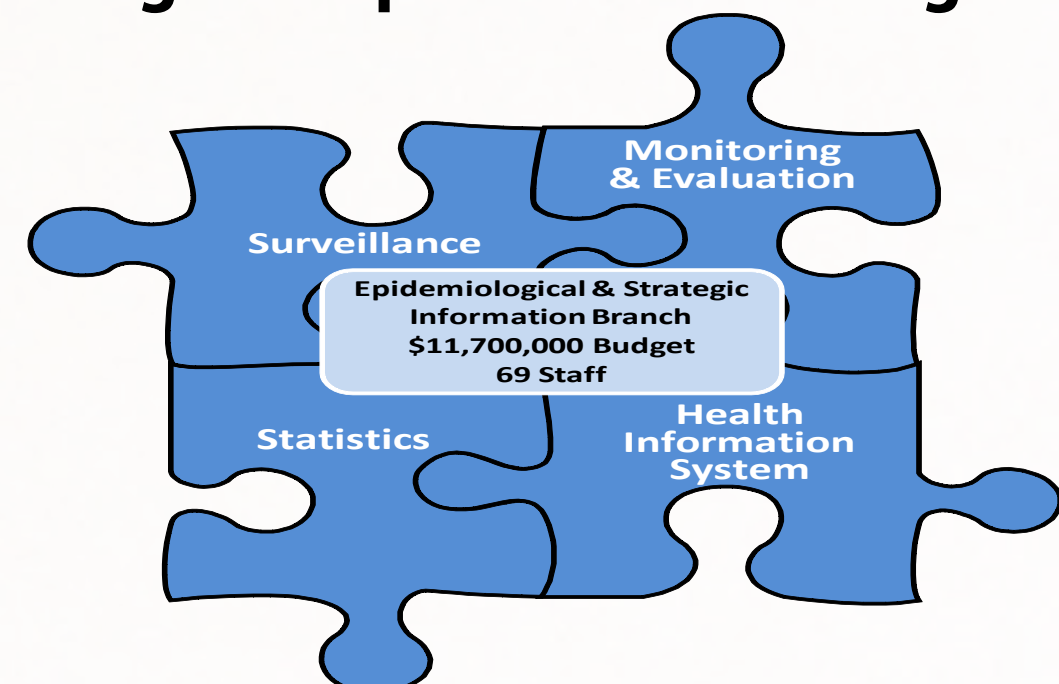
#### Impact/Results:

- ▶ **Treatment:** Fiscal Year 2009, over 2.4 million people treated
- ▶ **Care & Support:** Fiscal Year 2009, nearly 11 million people affected and infected by HIV/AIDS had care and support
- ▶ **Prevention:** Fiscal Years 2004 through 2009, nearly 340,000 babies have been born without HIV
- ▶ **Counseling/Testing:** Fiscal Years 2008 through 2009, nearly 29 million people received HIV counseling and testing

#### Global AIDS Program Capacity Building:



#### Program Operational Strategies:



## KEY OBJECTIVES

- ▶ Discuss Situational Analysis Modeling Framework's Implementation and Monitoring/Evaluation Methodology.
- ▶ Describe the Methods in the Implementation Phase.
- ▶ Describe the Evaluation Metrics and Operational Performance Indicators.
- ▶ Provide Examples of Mind Mapping Utilities.

## METHODS

- Step 1 – Gather Data**  
The first step was to retrieve operational information through a variety of data sources
- Step 2 – Analyze Data**  
After gathering the data, an assessment was undertaken to group into common themes and identify opportunities and challenges
- Step 3 – Identify Solutions**  
Finance, Accounting, Human Resources, and Property/Space Management
- Step 4 – Implement Policy (Solutions)**  
Evidence based Operational Policy was derived from the 6 Evaluation Domains and Primary/Secondary Tools.
- Step 5 – Evaluate – Take Action** ▶ Gather / Analyze Data  
6 Domains were categorized in achieving operational efficiency and effectiveness.

## TOOL BOX

5 Primary Tools	Functionality
Financial Management Utilities	Track project and core operation funds
Internal Communication Matrix	Improve internal communication
MS Outlook e-Mail & Calendar	Manage information flow and calendar appointment
Office Space Utilization Plans	Allocate shared office space for telecommuters
Shared e-Drives	Archive documents

Secondary Tools	Functionality
Pepfar.net Portal	Share information with interagency partners
Organizational Chart	Clarify line and staff function
Administration Duty Matrix	Enhance existing workforce flow
Newsletters	Communicate essential information
Mentoring Resource Sheet	Workforce enhancement
Employment Database	Retain, evaluate, promote, retire and recruit staff
Supply Ordering Protocol	Streamline purchasing processes

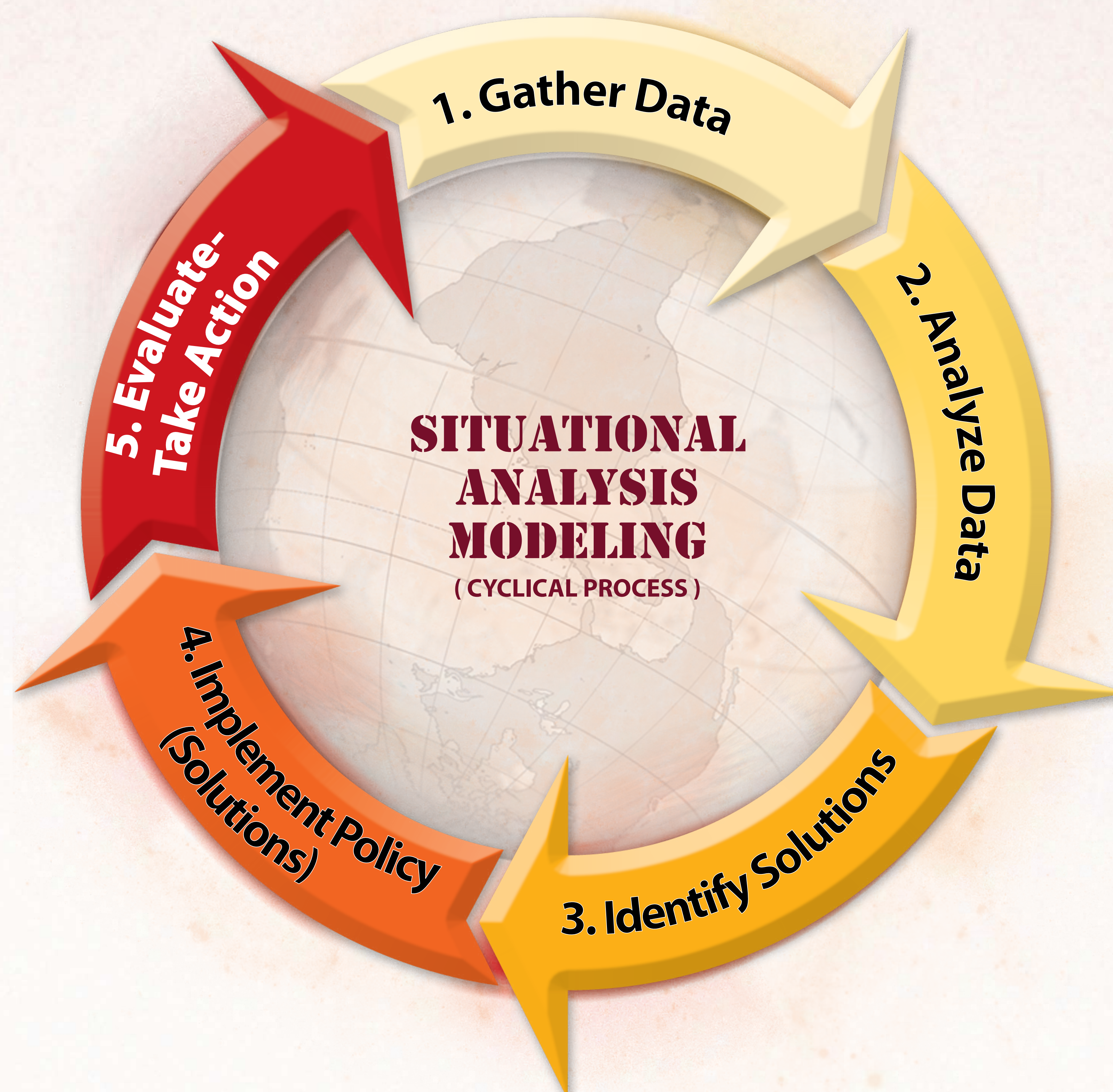


# PUBLIC HEALTH ADMINISTRATOR'S SURVIVAL KIT

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## Improve Operational Efficiencies



## IMPLEMENTATION & EVALUATION INDICATORS

### Policy Implementation

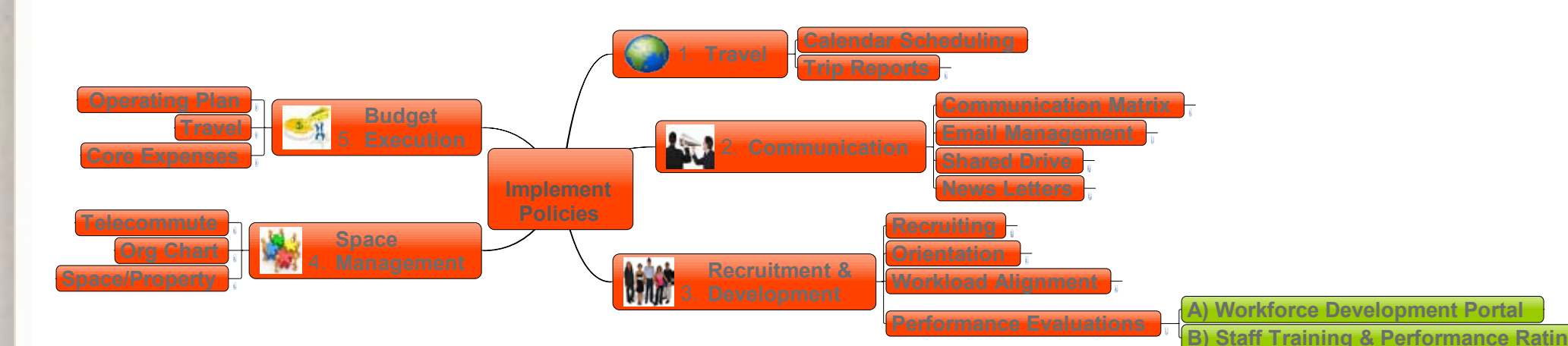
1. Travel
2. Communication
3. Recruitment and Mentorship
4. Budget Execution & Funding Acquisitions
5. Telecommuting, Office Space & Inventory

### Evaluation Domains

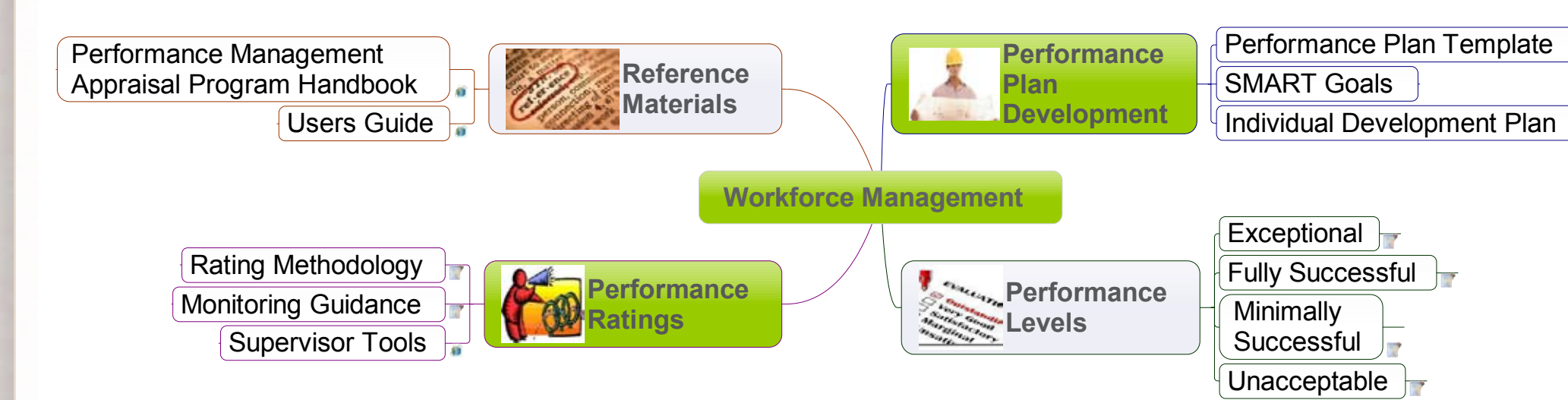
1. Morale
2. Leadership
3. Communication
4. Budget Obligations
5. Human Capital
6. External Partner Collaborations

## MIND MANAGER MAPPING PROCESS<sup>3</sup>

### IMPLEMENT POLICY (SOLUTIONS)



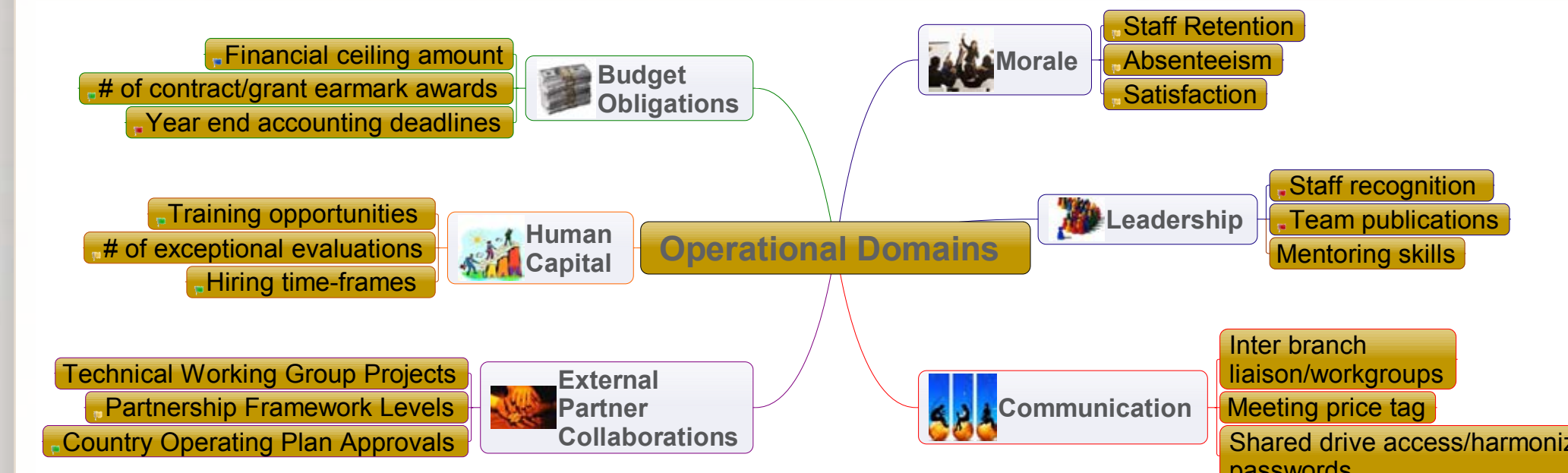
### A. WORKFORCE DEVELOPMENT PORTAL



### B. STAFF TRAINING & PERFORMANCE RATING



### EVALUATE - TAKE ACTION



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention

<sup>1</sup>World AIDS Day 2009 Latest PEPFAR Result. <sup>2</sup>2009 Annual Report to Congress on PEPFAR Program Results. <sup>3</sup>MindJet®

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.