

Introduction

The Project Management Tool (PMT) was created as part of the National Association of Chronic Disease Director's (NACDD) National Diabetes Prevention Program (National DPP) [Employer Learning Collaborative](#). The PMT can be used when developing processes to achieve employer coverage of the National DPP lifestyle change program.

The PMT is intended to capture critical steps to help move employers toward coverage, assign team members to tasks, provide a timeline for action, and track progress on steps for reporting. Developing action steps in the PMT may support employer coverage work identified in your organization's goals, your grant or cooperative agreement, your state's Diabetes Prevention State Engagement Meeting Action Plan, and/or your state's Diabetes Action Plan.

Adding Content to Fields in Steps 1-5 Tabs:

Each of the below fields can be found in Steps 1-5 tabs in the PMT. This table describes what content should be inserted in each field.

Field	Description
Organization	Insert your organization's name.
Last Updated	Change this date each time you update the sheet.
Activity	A critical activity needed to ensure the project is successfully completed.
Activity Lead	The person responsible for seeing that the activity is completed.
Sub-Activity	Smaller activities that will lead to the completion of the main activity.
Sub-Activity Lead	The person responsible for completing the sub-activity.
Required Amount of Time for Task	An estimate of the amount of time required to complete the activity or sub-activity.
Start Date	Date the activity or sub-activity should begin.
Internal Stakeholders	People, teams, or organizations you routinely work with who will engage in the process before, during, and after the project concludes, and that you will consult and/or keep informed.
External Stakeholders	People, teams, or organizations who you do not routinely work with who will engage in the process at some point, and who you will keep informed.
Progress	Use the dropdown to track the progress of each activity and sub-activity. <ul style="list-style-type: none"> • Not started: the activity or sub-activity has not begun. • In progress: the activity or sub-activity is underway and on schedule. • Completed: the activity or sub-activity is complete. • Stalled: the activity or sub-activity is behind schedule and may need attention.

Adding Content to the Employer Tracker Tab:

Each of the below fields can be found on the Employer Tracker tab. This table describes what content should be inserted in each field.

Field	Description
Health Plans	Identify health plans in your marketplace that either already cover the National DPP lifestyle change program or are targeted for coverage.
Employer	Employers you are engaging, or plan to engage, to cover the National DPP lifestyle change program.
# Employees	Number of people employed by the employer.
Industry Type	Industry that best describes the employer. For example, local government, hospital or health system, school district.
Employer Contact	Primary contact for coverage-related discussions for the employer.
Contact Email	Email address for the employer contact.
Position	Primary contact's position (select from dropdown: Wellness Coordinator, HR/Benefits Personnel, Other).
National DPP Provider	Name of the CDC-recognized lifestyle change program that will, or is anticipated to, provide the program for employees, if known.
Provider Recognition	Recognition status of the National DPP Program Provider (select from dropdown: Full, Preliminary, Pending, Not CDC-Recognized, Unsure). Find a program's recognition status by asking the employer or searching the recognized lifestyle change program registry .
Delivery Method	How employees will participate in the program (select from dropdown: In-Person, Distance Learning, Virtual, Combination).
Anticipated Class Start Date	The actual or estimated date the lifestyle change program will start.
Wellness or Health Benefit	Will the program be provided to employees as a benefit through the employer's health plan or as a benefit through the employer's wellness program?
Influencers	Key contacts that may help develop National DPP lifestyle change program employer coverage opportunities.
Notes	Notes or other information about the employer's journey toward coverage of the National DPP lifestyle change program.

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