

## **Unit 3 Program Management**

### Introduction

The pre-course work for **Unit 3** consists of reading and answering questions. Internet access is required for the reading and all of the questions. The time required for all ten lessons is approximately 14 hours.

The Program Management Unit consists of ten lessons:

- 1. Business Management;**
- 2. Budget Planning, Execution and Monitoring;**
- 3. Grants, Agreements and Operating Plans;**
- 4. Managing the Impact of Wildland/Urban Interface;**
- 5. Air Quality/Smoke Management;**
- 6. Wildland and Prescribed Fire Qualification System;**
- 7. Employee Development and Mentoring;**
- 8. Tools and Their Application;**
- 9. Management Reviews and Investigations;**
- 10. Marketing the Fire Program.**

**1)** Business Management requires internet access and takes about 1 hour to complete. Upon completion of the Business Management Unit, the participant will be able to recognize considerations necessary to manage fire program responsibilities in the areas of facilities, property, and equipment.

**2)** Budget Planning, Execution and Monitoring requires internet access and takes about 2 hours to complete. Upon completion of the Budget Planning, Execution and Monitoring Unit, the participant will be able to:

1. Identify the major steps in formulating & allocating fire budgets;
2. Describe the budget structure & programming requirements of federal agencies; and,
3. Identify budget management responsibilities of the Fire Management Officer.

**3)** Grants, Agreements and Operating Plans requires internet access and takes about 2 hours to complete. Upon completion of the Grants, Agreements and Operating Plans Unit, the participant will be able to actively participate in the classroom discussion and exercise.

**4)** Managing the Impact of Wildland/Urban Interface requires internet access and takes about 1 hour to complete. Upon completion of the Managing the Impact of Wildland/Urban Interface Unit, the participant will be able to actively participate in class discussion and exercise.

**5)** Air Quality/Smoke Management requires internet access and takes about 2 hours to complete. Upon completion of the Air Quality/Smoke Management Unit, the participant will be able to:

1. Describe the air pollutants of concern from prescribed burning relative to public health,

- safety and visibility;
2. Described existing and potential legal requirements relative to smoke from prescribed burning and issues relative to compliance; and,
  3. Actively participate in classroom discussion and receive clarification on issues.

**6)** Wildland and Prescribed Fire Qualification Systems requires internet access and takes about 1 hour to complete. Upon completion of the Wildland and Prescribed Fire Qualification System Unit, the participant will be able to:

1. Describe the NWCG performance-based qualification system and the primary components and guides; and,
2. Recognize the proper applications of the performance-based system, and roles and responsibilities.

**7)** Employee Development and Mentoring requires internet access and takes about 1 hour to complete. Upon completion of the Employee Development and Mentoring Unit, the participant will be able to:

1. Locate and explain the agency policy for Career Development Planning; and,
2. Create an Individual Development Plan (IDP).

**8)** Tools and Their Application requires internet access and takes about 1 hour to complete. Upon completion of the Tools and Their Application Unit, the participant will be able to recognize advanced technology tools available and their application for assisting managers.

**9)** Management Reviews and Investigations requires internet access and takes about 1 hour to complete. Upon completion of the Management Reviews and Investigations Unit, the participant will be able to:

1. Explain the difference between a Review and an Investigation; and,
2. Identify the specific agency references that address Reviews and Investigations.

**10)** Marketing the Fire Program requires internet access and takes about 2 hours to complete. Upon completion of the Marketing the Fire Program Unit, the participant will be able to:

1. Describe a variety of fire programs currently marketed on the web; and,
2. Describe types of fire education, prevention, and information materials available on the web.