



**OFFICE OF THE GOVERNOR  
AMERICAN SAMOA GOVERNMENT**

January 19, 2024

**GENERAL MEMORANDUM NO. 016 – 24**

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Graduate School USA Project Management to Improve Grant Administration Training for ASG Personnel

Grant training courses for government employees play a crucial role in enhancing their skills and knowledge in managing and securing grants. These trainings are essential as they contribute to compliance, efficiency, success in securing grants, risk management, accountability, professional development, adaptation to change, networking, project management, and the overall impact of public services.

The Graduate School USA is offering a three-day virtual training session for ASG personnel that will be held January 29-31, 2024. With funding support from the United States Department of the Interior, Office of Insular Affairs, courses are available free of charge for government accountability professionals within the insular areas.

The training will include three two (2) hour courses and the course summary is shown below with a link to more detailed information about the course. Each participant can receive up to six (6) hours of CPE credits.


- **Using Project Management to Improve Grant Administration**  
<https://learn.pitiviti.org/217> This course will provide information about how to use program management to improve grant implementation. Get results using time-tested strategies and practical, hands-on tools to execute and succeed in project management. You'll learn how to scope projects effectively, improve time budgeting and resource allocation, and get the project done on time and within budget to manage grants successfully. This course "builds" from each day to the next. Participants should plan to attend the entire course or risk becoming lost because they have skipped a session.

After successful completion of this course, participants will be able to:

- Understand the core concepts that apply to a Product Manager role
- Know the difference between Product Management & Project Manager

- Help lead a product Team and learn how your team can contribute to the success of a grant
- Improve your relationships with stakeholders in your job as a grant Manager
- Implement tools that are used for project management

Please ensure that all Deputy Directors, finance managers, and all ASG personnel with procurement, payment, accounting processes, and all relevant ASG personnel, register and participate in these valuable training opportunities.



LEMANU P.S. MAUGA  
Governor