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| Title | Training: Efficient Project Management – How to plan and execute a professional research project | | |
| Target Group | PhD students | | |
| Goals | <p>The participants</p> <ul style="list-style-type: none"> • know the essential methods of planning and controlling a project in the relevant dimensions of scope, time, cost, risk, and communication based on the international standards of PMI (Project Management Institute®) • transfer these methods to their own projects, • define the relevant factors of influence in order to optimize their project work, • share their experience and knowledge in terms of best practices to get on with their own projects, • gain personal confidence in deciding, setting priorities, and preserving own interests in their projects. | | |
| Contents | <ul style="list-style-type: none"> • Success factors of project work: hard and soft factors • Project Management Framework: Project phases and stakeholders, organizational influences, roles and responsibilities • Project Processes: Initiating, Planning, Executing, Controlling, and Closing Processes • Methods of Project Planning and Controlling: project charter, work breakdown structure, project schedule, milestones, project network diagrams, Gantt-charts, cost and resource planning, risk management with risk identification, qualitative risk analysis, risk response plan and risk monitoring; communications management with information distribution, performance reporting • Social Skills in Project Management: how to communicate and prevent conflicts with project stakeholders • Transfer of selected methods to participants' research projects • Project management in EU projects in the 7th Framework programme: Application process and execution • The PhD thesis as a research project: Methods and strategies for a successful completion | | |
| Methods | <p>The training is primarily based on the participants' activity in</p> <ul style="list-style-type: none"> • Transfer exercises related to participants' projects with feedback • Work in small groups with participants' presentations • Case study of scientific research projects. <p>Additionally, there will be</p> <ul style="list-style-type: none"> • Brief inputs with discussions • Additional project team work exercises • Individual reflection • Monitoring of difficult situations in projects • Systematic exchange of knowledge and experience. | | |
| Duration / Date | Location | Trainer | No. of participants |
| 2 days / June, 21 st -22 nd 2012 9 a.m. to 5 p.m. | t.b.d. | Dr. Milos Jovanovic Kempkes.Gebhardt Organisationsberatung | Max. 15 |