

PRBB Intervals Course Proposal

Course Title

Project management for scientists

Proposed date(s): 26th, 27th September, 10th & 25th October 2019

Course Language: English

Course Leader(s) and very brief summary of relevant qualifications and experience (no more than 2 lines for each trainer)

Joaquim Calbó (PhD) is a scientific project manager and coordinates the European projects management area at the international and scientific affairs (ISA) office at the CRG. He prepares and manages collaborative projects coordinated at the CRG. After a scientific career, Joaquim obtained a Master Degree of Research Management at the Barcelona School of Management (IDEC-UPF).

Sonja Reiland (PhD) is a scientific project manager at the ISA office at the CRG. She prepares and manages collaborative projects coordinated at the CRG. Sonja worked for BASF in Ludwigshafen (Germany) as a project manager for implementing text-mining technologies.

Rationale for course (why is this course of interest for the PRBB staff?)

Enable scientists to apply project management techniques in order to better define objectives of a research project, make a realistic plan, and implement it effectively.

Course aim – general

To discover the real value of project management in research and learn how to apply it to your projects.

Specific learning outcomes (what new skills, knowledge &/or attitudes will participants take away from the course?)

After this workshop you will be able to:

- Define clear objectives and key success factors
- Identify and manage relations with stakeholders
- Plan a project according to objectives and available resources
- Identify and control risks
- Manage resources responsibly
- Monitor progress and report
- Evaluate outcome of your project and impact for your career

Course contents (outline of topics to be covered)

What is a Project?

Fundamentals of Project Management

Project initiation and its life cycle
Work plan: from mission to deliverables
Budget planning and financial monitoring
Project implementation, monitoring, and closing
Tools for Project Management
Project Management as a professional career

Training methods

Case studies
Interactive group work
Round table discussion
Short talks with experts

Target group in PRBB (Senior scientists, postdocs, predocs, management/admin staff, all residents)

Postdocs, staff scientists and technicians with managing responsibilities

Number of participants (maximum)

16

Total course hours (Please specify: direct training with instructor present and required self-study)

Note: only the direct training hours will be included in the post-course certificate.

Number of hours of class time: 18h

Number of hours of self-study: 10h

Total number of course hours: 28h

Distribution of course (hours/days)

4 half days (mornings)

Pre-course preparation and/or between sessions?

- Short pre-course survey
- Between sessions 2 and 3 & 3 and 4 participants are expected to do some team work and individual study (about 10h).

Material participants need to bring (laptops, etc...)

Laptop (not all days, not essential, will be specified)

Relevant background reading/ audiovisual/websites or other materials

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