UNIVERSITÄT
BERN

Vizerektorat Entwicklung

Project Management – a toolbox for scientists

Course Description
Projects are all around us. Specifically, in science the planning and management of projects is highly complex and requires a set of tools and techniques to perform successfully. Project management includes excellent techniques to allocate, use, and monitor resources to achieve a goal in a desired time frame. In a scientific setting, goals may include the set-up of experiments, the allocation of grants, publishing a paper, or even achieving tenure.

To develop a common language, this comprehensive workshop provides basic project management concepts and principles based on international standards (PMI). An important part of this training includes aspects of agile project management and how to integrate flexible project work into a research environment. During the workshop scientists will go through the full project life cycle to develop highly valued transferable competencies to enhance their professional portfolio. Time- and self-management skills, which are essential for a successful project manager, will be addressed during a breakout session.

Learning Objectives
Participants who complete this comprehensive workshop will learn how to initiate, plan, and execute a project that meets objectives on time and within the budget. In addition, the workshop addresses different techniques which are relevant for a flexible approach to project management.

Define and prepare
- Understand what a project is and what is not
- Learn what`s project management in academia vs. industry
- Get an introduction into the project life cycle

Develop plans
- Make a work breakdown structure (WBS)
- Define dependencies and relations
- Schedule and estimate project plan durations
- Do cost estimations
- Develop a risk management plan

Introduction to Agile Project Management
- Consider agile and iterative approaches
- Consider changes, project crashing and common mistakes

Execution of projects
- Monitoring of progress including an overview of available online tools
- Project communication

Transferable Skills
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Hochschulstrasse 6
3012 Bern

Breakout session on time management

- Define YOUR aims and tasks
- Extract the essentials and set priorities
- Make a weekly and daily plan
- Procrastination

What we DON`T DO

- Learn PM software in detail. This workshop gives an overview on available PM software tools, only.

Trainer

Sina Henrichs has broad professional experience in implementation and development of project outlines in the academic environment. She holds a doctorate in Molecular Biology from the University of Zurich as well as an MBA in Academic Management from the University of Basel. Sina Henrichs combines her extensive research experience in the life sciences and in-depth understanding of process development and project management to provide interactive and professional training experiences. She implemented the Graduate Center GRACE, the professional platform for doctoral candidates and postdocs at the University of Basel and is founder of Manage Science (www.managescience.ch). Since 2021, Sina is working as a Project Manager at the Snow and Avalanche Institute in Davos.

Target Group

Postdocs and PhDs from all disciplines

Requirements

This workshop is organized over two days, with a defined interval of one week during which participants will develop their individual project life cycle on a real project. 14 days before the first day of the workshop participants are asked to fill an online survey and send feedback about their expectation with the option to submit their individual project. This information will provide the base of the workshop set-up, the selection of topics and exercises. Participants will receive a detailed feedback before the first training day. During the training participants will get theoretical introduction into the topic by the trainer combined with many interactive group exercises.

Recommended ECTS:	1 (16 h in class, individual work on one's own project + prep task)
Language:	English
No of Participants:	12
Date:	Friday, Febr 18 and 25, 2022 from 9:00 till max. 17:00
Location:	University of Bern, Main Building, Hochschulstrasse 4, room 304

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