

Project management practice for efficient research in team projects and beyond

Content

First, what is a project? In your case it could be your current experiment, your next paper, your PhD, or reaching tenure. In short, they are efforts with a defined start and end that brings change. To manage one well though you need to know the what and the how: needs, goals, time, people, resources, with many methods to make your ideas happen.

This course will transmit you the key elements of the biggest management methodologies, per international standards. It is eminently practical: you will see the challenges and structure of team projects, and you will certainly learn to make them succeed. The following contents will support your personal evolution and career everywhere you go:

- Principles to manage your work, time, and projects
- Methods to do manage & communicate
- Exercises to structure, prioritise, communicate, plan, schedule, improvise, and collaborate
- Tips & tricks to be successful in your life and work for a long time
- Experience exchange with fellow researchers to help you advance
- Handouts, References, follow up & tutoring

Learning Objectives

- Know how to plan and manage a project with colleagues
- Know and practice different types of management methods
- Know how to communicate needs and opportunities
- Know how to save time and worry in your day-to-day
- Know how to go over obstacles more quickly and with less stress
- Know how to delegate work and get what you need

Feedback

Participants will receive group and individual feedback based on their work and are welcome to ask for more guidance.

Trainer

Joachim Dehais is a former researcher in computer science, artificial intelligence, and medical devices. He has completed a M.Sc in Computer Science and Mathematics on tree morphology, and a in 2017 a Ph.D. Biomedical Engineering on diet estimation from images for Diabetes. That is when he began studying formal project management, and since then became certified in project management twice, in Business Analysis, and in Enterprise architecture. Since 2021, he is a management and IT consultant in the pharmaceutical industry, and Vice President to volunteers at PMI Switzerland. More recently, he trains managers, researchers, and who wants to grow in the arts of projects, strategy, communication, and negotiation (www.jdehais.com).

Requirements

Attendees should complete small preliminary assignments and send them in to Dr. Joachim Dehais latest 3 weeks prior to the course workshop (deadline Monday, Oct 07, 2024, 09 a.m.). [dehais.joachim@gmail.com: subject: PM Course – Assignment].

In case you do not submit on time, your participation might be cancelled, and your place offered to someone else.

Assignments:

1. Prepare one 30-second oral explanation of your work (15mns). What your work is, what you do, what your results achieve. Send the text for feedback on content and understandability.
2. Map the way you work using the SIPOC framework (30mns). <https://sipoc.info/> Using PPT, visio, lucidchart, illustrator, miro, graphviz, or pen & paper. The exercise is ambiguous on purpose: send it for feedback on content and understandability.

Target Group

PhDs and Postdocs of all fields aiming to do better, easier, and to grow into their career.

Language	English
Nr of Participants	max. 17
Dates	Monday, Oct 28 & Nov 04, 2024, 08:30 a.m.- 5 p.m.
Location	University of Bern / Main building, Hochschulstrasse 4, room 117
ECTS	1 (16 hours in class plus 1h homework and postprocessing)