

Classical Project Management (Basics)

The training is aimed primarily at scientists who coordinate research projects or who would like to prepare themselves for a future coordinator role. After the training you will know the basic tools and principles of traditional project management. Participants try out selected instruments and will be able to apply them in their own projects.

Course-Objectives

Having participated in the course, you will

- understand basic principles and concepts of project management in research projects,
- become acquainted with project management methods and explore their potentials for their working context,
- get to know some management tools and discuss specific leadership challenges in project teams,
- develop skills for the design of the cooperation and communication with stakeholders.

Contents

- Definition of "project", distinction from other types of work, special features of project management in funded research projects, project phases
- Analysis of the project's environment and stakeholders
- Risk Analysis

- Project definition, negotiation with project client, triangle of project management, project contract
- Formulation of SMART project goals
- Definition of goal indicators
- Work Breakdown Structure
- Milestone planning, forward and backward planning
- Task Planning
- Kick-off-Workshop
- Project controlling
- Project Roles
- Project Closure
- Apps for Project Management
- Discussion of Participants Questions and Cases

Depending on the pandemic situation, the workshop will take place online or in person. This workshop will be held in English.

WHEN

16.09.2021 09:00 - 17:00
17.09.2021 09:00 - 17:00

[BOOK HERE](#)