

PRBB Intervals Course Proposal

Course Title

Project management for scientists - Online

Proposed date(s): 27th and 28th May, 8th June and 23rd June 2021

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 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).

Alexandros Nikolaou is a scientific project manager at the ISA office at the CRG, where he prepares and manages collaborative projects. Alex also has three years of hands-on experience as a grants specialist, focusing mainly on H2020 and NIH funding opportunities.

Sonja Reiland is a scientific project manager at the ISA office at the CRG. She prepares and manages collaborative projects coordinated at the CRG. After a scientific career, 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. This course does not cover time management nor leadership techniques.

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
- Monitor progress and report
- Evaluate outcome of your project

- Apply the concepts and methodologies of project management to any kind of project

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
Collaborative Projects

Training methods

Interactive online sessions (Zoom)
Moodle platform
Case studies
Interactive group work (incl. peer-to-peer evaluation)
Invited talks from 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: 14h

Number of hours of self-study: 10h

Total number of course hours: 24h

Distribution of course (hours/days)

4 half days (mornings), 9:30 – 13:00

Pre-course preparation and/or between sessions?

- Short pre-course survey
- As preparation for sessions 3 and 4 participants are expected to do some individual study (about 10h). Course instructors will be available for one to one consultation.

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

Computer, microphone, camera and a stable internet connection.

Relevant background reading/ audiovisual/websites or other materials

The course material will be shared on a Moodle platform.