PRBB Intervals Course Proposal

Course Title

Project management for scientists – Presential and Online

Proposed date(s):
- Day 1: **Thursday 19th May** (presential only)
- Day 2: **Friday 20th May** (fully online)
- Day 3: **Thursday 2nd June** (presential only)
- Day 4: **Thursday 16th June** (fully online)

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 the Head of the International and Scientific Affairs (ISA) office at the CRG, and has > 9-year experience as scientific project manager, preparing and managing CRG-led collaborative projects. After a scientific career, Joaquim obtained a Master Degree of Research Management at the Barcelona School of Management (IDEC-UPF).

Alexandros Nikolaou is the Head of the Project Management Unit at IDIAPJGol, where he leads the Grants team and gives shape to the institute's funding strategy. He previously was a scientific project manager at the ISA office at the CRG, where he prepared and managed 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 obtained her PhD at ETH Zurich (Switzerland) and was a post-doctoral fellow at the EMBL Heidelberg (Germany). After her research career, Sonja joined BASF Ludwigshafen, Germany as IP Intelligence Analyst for Bioscience and worked for 8 years at the International and Scientific Affairs office at the CRG Barcelona, where she developed into a senior scientific project manager. Today, Sonja is a freelance trainer for project management and advisor in Equality, Diversity, and Inclusion.

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 to 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 sessions in-person and online (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: 16h
Number of hours of self-study: 10h
Total number of course hours: 26h

Distribution of course (hours/days)

4 half days (mornings), 9:30 – 13:30

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…)

For the online sessions: 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.