

## PRBB Intervals Course Proposal – Spring 2023

---

### **Course Title**

Project management for scientists (in-person)

### **Proposed date(s):**

- Day 1: **Thursday 2<sup>nd</sup> February**
- Day 2: **Friday 3<sup>rd</sup> February**
- Day 3: **Thursday 16<sup>th</sup> February**
- Day 4: **Thursday 2<sup>nd</sup> March**

**Course Language:** English

### **Course Leader(s) and very brief summary of relevant qualifications and experience**

**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** holds a PhD in Bio-engineering from the Vrije Universiteit Brussel, Belgium. Since 2015, he gained experience in the European funding programmes H2020 and Horizon Europe working as a Pré-award Grants Specialist and Scientific Project Manager at CRG, and as Head of the Project Management Office of the Primary Health Care Research Institute (IDIAP Jordi Gol).

### **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 sessions in-person  
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...)***

Material to take notes.

***Relevant background reading/ audiovisual/websites or other materials***

The course material will be shared on a Moodle platform.