

About Vitae

Vitae is dedicated to realising the potential of researchers through transforming their professional and career development. We are an **international programme** led and managed by CRAC, a not-for-profit registered UK charity dedicated to active career learning and development.

Our aims are to:

- build human capital by influencing the development and implementation of effective policy relating to researcher development
- enhance higher education provision to train and develop researchers
- empower researchers to make an impact in their careers
- evidence the impact of professional and career development support for researchers

About our courses

Our training and development programmes are based around a highly interactive and experiential approach to learning that uses case studies, discussion, activities, and reflection to draw and build upon the collective prior knowledge and experience of the participants.

You should expect a fun and interactive approach to learning that will be guided by an experienced trainer. There will be lots of group work and minimal lecture-style teaching.

Project Management in Research

This programme will introduce participants to the project management lifecycle and processes to help them be more effective in managing their research projects.

The programme will cover:

- What is a project and what needs to be taken into account in project work?
- How to define and plan research projects either as independent actions or in programme environment
- How to set milestones and how to control and guide a project
- How to organize the working relationship with supervisors and project partners
- How project management in research differs from other projects
- Identifying and managing risks in project management
- How to document, handover, close and review a project
- The roles and responsibilities of the project leader and team

The programme will focus on developing effective processes and skills that participants can apply in their research projects. Project management software **will not be** covered in depth, but opportunities for using project management software in the future will be noted.

2 Day Programme Overview Day 1

Time	Area of activity	Content
0915	Arrival of participants and refreshments	Reception
0930	Welcome Housekeeping	Introduction by programme leader
0945 1015	What is a (research) project?	Introduction to project management Objectives for the course
1015 1100	Choosing the project (Including a networking break)	Introduction to the case study Forming project groups
1100 1150	Identifying the stakeholders	The project charter Stakeholders Case study project stakeholders
1150 1215	Defining the scope	How to define scope Changing the scope Case study project scope
1215 1230	Review	Reflections and questions so far
1230 1330	Lunch	
1330 1500	Identifying the tasks	Objective trees Work Breakdown Structure (WBS) Case study project WBS
1500 1515	Break	
1515 1615	Projects and risks	Identifying risks Prioritising risks Risk in research projects Case study project risk management
1615 1630	Role of the project leader (and other roles)	Role of the project leader Teamwork and other roles Case study project roles
1630 1645	Introduction to the Vitae Researcher Development Framework	The key knowledge, behaviours and attributes of successful researchers
1645 1700	Review of the Day	Recap of Day 1 Overview of Day 2 Reflection



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2 Day Programme Overview Day 2

Time	Area of activity	Content
0915	Arrival of participants and refreshments	Reception
0930 0940	Introduction to the Day	Introduction by programme leader
0940 1105	Planning	Recap WBS Introducing project networks Introducing Gantt charts Planning the case study project
1105 1120	Break	
1120 1200	Monitoring Progress	The project progress report Monitoring project progress
1200 1220	Budgets	Income and expenditure Cash flow Case study project budget
1220 1230	Review	Reflections and questions so far
1230 1330	Lunch	
1330 1350	Project handover and closure	Termination and completion of projects Project closure checklist Case study project handover and closure
1350 1430	Preparing for project presentations	Finalise and prepare for group case study presentations
1430 1530	Project presentations	Seek support for group projects Bring together the learning
1530 1545	Break	
1545 1615	Project management skills and attributes	Key knowledge, behaviours and attributes of successful project managers in research
1615 1700	Review and Action Planning	Recap 3 Things to do next Evaluation and feedback



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