

2 Day Programme Overview Day 1

Time	Area of activity	Content
0915	Arrival of participants and registration	Reception
0930 0940	Welcome Housekeeping	Presentation from Programme Leader
0940 1030	What is a project?	Objective setting Group allocation Introduction to project management Introduction to the case study Exploring project management
1030 1100	Choosing the project	Conference project Phases of a project
1100 1115	Break	
1115 1145	Identifying the stakeholders	Stakeholders Conference stakeholders
1145 1230	Defining the scope	Scope Conference scope
1230 1330	Lunch	
1330 1415	Identifying the tasks	Work Breakdown Structure (WBS) Conference Work Breakdown Structure (WBS)
1415 1500	Projects and risks	Risk Management Plan Conference Risk Management Plan
1500 1515	Break	
1515 1600	Role of the Project Leader (and other roles)	Role of the Project leader Teamwork Other Roles
1600 1700	Review of the Day	



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Foundation for Polish Science

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2 Day Programme Overview Day 2

Time	Area of activity	Content
0915	Arrival of participants	Reception
0930 0935	Introduction to the Day	Presentation from Programme Leader
0935 1105	Planning	Project Network Gantt Chart
1105 1120	Break	
1120 1150	Monitoring Progress	Monitoring and Controlling
1150 1230	Budgets	Income and Expenditure Cash flow
1230 1330	Lunch	
1330 1400	Project Handover and Closure	Closing a Project
1400 1430	Project Management Skills and Attributes	Researcher Development Framework RDF Project Lens
1430 1500	Preparing for Conference Project Presentation	
1500 1515	Break	
1515 1615	Conference Project Presentations	Persuasion
1615 1700	Review and Action Planning	Project Management Skills Now What? 3 Things to do next Workshop Review



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