

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



HUMAN CAPITAL
NATIONAL COHESION STRATEGY



EUROPEAN UNION
EUROPEAN
SOCIAL FUND



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



HUMAN CAPITAL
NATIONAL COHESION STRATEGY



EUROPEAN UNION
EUROPEAN
SOCIAL FUND

