Project Management - a toolbox for scientists

Workshop by Dr. Sina Saladin MBA

WHEN/WHERE
15 December 2023
(9 am – 5 pm)
Venue: Room "Patscherkofel"
Fritz-Pregl-Str. 3, 8th floor
6020 Innsbruck

REGISTRATION
Email: sc-forschung@i-med.ac.at
Free of charge
Workshop in English
Limited to 15 participants!

Projects are all around us. Specifically, in science the planning and management of projects is highly complex and requires a set of tools and techniques to perform successfully. Project management includes excellent techniques to allocate, use, and monitor resources to achieve a goal in a desired time frame. In a scientific setting, goals may include the set- up of experiments, the allocation of grants, publishing a paper, or even achieving tenure.

To develop a common language, this comprehensive one-day workshop imparts a toolbox of project management skills for PhD candidates and postdocs. It provides basic project management concepts and principles based on international standards (PMI). An important part of this training includes aspects of agile project management and how to apply flexible project management approaches into the research environment. During the workshop scientists will go through the full project life cycle to develop highly valued transferable competencies to enhance their professional portfolio.

During the workshop participants will work on real project cases. 10 days before the first workshop day participants are asked to fill an online survey and send feedback about their expectation with the option to submit their individual project. This information will provide the base of the workshop set-up, the selection of topics and exercises.

OBJECTIVES (1 DAY WORKSHOP)

Define and prepare
- Learn what`s project management in academia vs. industry
- Get an introduction into the project life cycle
- Manage stakeholders

Develop plans
- Make a work breakdown structure (WBS)
- Make Gantt chart: define a schedule and estimate task durations
- Develop a risk management plan

Execute and monitor
- Execution and closing of projects
- Monitoring of progress including an overview of available online tools
- Project communication

Introduction to Agile Project Management
- Consider agile and iterative approaches
- Consider changes, project crashing and common mistakes

What we DON`T DO
Learn PM software in detail. This workshop gives an overview on available PM software tools, only.

TRAINER

Sina Saladin has broad professional experience in implementation and development of project outlines in the academic environment. She holds a doctorate in Molecular Biology from the University of Zurich as well as an MBA in Academic Management form the University of Basel. Sina Saladin combines her extensive research experience in the life sciences and in-depth understanding of process development and project management to provide interactive and professional training experiences. She implemented the Graduate Center GRACE, the professional platform for doctoral candidates and postdocs at the University of Basel and is founder of Manage Science (www.managescience.ch). She worked as a project manager at the AO Foundation, a medically-guided, not-for-profit organization. Since May 2021, Sina is working as a project manager at the Snow and Avalanche Institute in Davos.