

# Project management for successful researchers



## Description and objectives

After this workshop, participants will have methods and tools to successfully develop, manage and supervise research projects. They will be able to:

- set project objectives
- structure and plan a project
- define roles and responsibilities in projects
- create the project budget
- manage risks
- establish a communication plan
- guide and control projects in a flexible and meaningful way.

## The workshop addresses the following questions:

- What is a project and what are the main impact factors?
- What should I do to successfully complete my research projects?
- How should I structure, plan and guide my projects?
- How should I communicate with my stakeholders (prof., team members, sponsors, ...)?

## Approach

No prior knowledge of project management is required for this very practical course. Theoretical inputs will be applied during group exercises. **All participants should be working on or supervising approved/financed research projects.**

## Trainer

Dr. Carine Galli Marxer, physicist, project manager and trainer, Cubisma Münsingen

Number of participants	12 – 15
Dates and location	23 <sup>rd</sup> and 24 <sup>th</sup> November, University of Fribourg
Registration opening	12 <sup>th</sup> October 2017
Duration	2 consecutive days
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