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 approved/financed research projects (including PhD thesis).

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

<table>
<thead>
<tr>
<th>Number of participants</th>
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<tbody>
<tr>
<td>Dates and location</td>
<td>29th and 30th January, University of Fribourg</td>
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<tr>
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<td>8th January</td>
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<tr>
<td>Duration</td>
<td>2 consecutive days</td>
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