



Outline - 'Running a Successful Research Project' (ver 1.6)

09:30 Welcome, introductions, course outline, expected outcomes.

09:45 What is a project? How do projects help 'get things done'?

10:00 Defining your project (self understanding):

IN GROUPS: define the scope of a project, its objectives, key success criteria, expected outcomes or deliverables, assumptions, reporting, risks and/or constraints.

10:30 Pitching your (hypothetical or real) project:

IN GROUPS: quick preparation, then confidently and simply, express the:

- Project objectives
- Work program
- Methodology (your chosen approach to the task or problem)
- Resources needed (including travel, procurements and/or access to science assets)
- People effort (collaborators and stakeholders), and their skills and roles.
- Budget and schedule
- Risks and uncertainties
- Industry interactions, and/or intellectual property management (if any)
- Expected results, and how these will be communicated
- Reasons why this project should be high (or the highest) priority for support

11:15 Morning Break

11:35 Project Planning & Approval:

The Project Plan. Breaking the project down into stages or phases with milestones, establishing a timeframe, a project team, the budget and financial reporting process, and a contingency plan. Team selection. Record keeping. Avoiding *planning optimism*. Keeping it all lean.

ALL GROUP TASK: Critique example Project Plan "*The Dynamic Universe*".

12:05 Project Execution:

Management vs leadership. What PM tools/techniques might be useful? Critical path analyses, Gantt charts. Roles, responsibilities and delegation, project communication, managing people for success. Influencing people vs managing people. Meetings!

ALL GROUP TASK: identify characteristics of successful project managers

13:00 **LUNCH**

13:45 Progress Reporting:

Techniques for staying on track. Project reviews and stage gates, reporting to stakeholders. Dealing with bad news. Running an effective review.

IN GROUPS: devise a project status report:

- Current scope and status
- Continued alignment with project/science goals
- Critical path task/milestone(s) achievement
- Funding status, costs vs budget
- Project staffing
- Project risk status
- Remaining tasks/milestones

Exercise: Present (2) to a Review Panel

14:45 Project Closure and Review:

When is a project complete? Final report. Evaluating project success. Capturing lessons-learned. Individual, and organisational, learning.

Final sign-off.

15:15 Afternoon Break

15:35 Challenges to successful projects e.g.

- Budget control
- Schedule control
- Managing change
- Unforeseen impacts
- Building resilience

GROUP SESSION: Questions & Answers

16:05 Take-aways

ALL GROUP TASK: 1-3 learnings or tips gained from the day

16:15 End