

One-day workshop: Organize your research

Goal: Identify, prioritize, and visualize goals in your research projects.

All PhD students are managing at least one big project. To reach a goal successfully, you need to know the goal, work towards it, and know when you are there. In this workshop, you learn to apply basic project management tools to a research project. They help to structure existing projects, but also preparing a grant application.

During the workshop, participants will exercise their new skills in a model project where they have to do some real problem-solving.

time	topic
9:00	Why do projects succeed and fail? Introduction & expectations.
9:30	Setting clear goals SMART goals. Milestones and deliverables. Project charters and plans.
10:30	Assign priorities Task estimation. The Covey Matrix.
11:30	Visualize progress GANNT and PERT charts. Burndown charts.
12:15	<i>Lunch break</i>
13:00	Action! Plan and implement a two-hour team project.
15:00	Troubleshooting Staying focused. React to projects going off track.
16:30	Summary & feedback