

Research Project Management – Methodology & Tools

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Agenda



- Background
- RPM Website
- RPM Methodology
- Overview of Project Management Resources Tools, Templates, and Educational resources

Background



- During the development of the VPR's Strategic Research Intensity Plan in 2013, a number of initiatives were identified to assist the Researchers with respect to designing and implementing improved business processes to improve the researcher's experience in applying for, contracting and eventually conducting their research.
- In parallel the VPR office was receiving feedback from funding partners, both Industry and Public Sector, that there were expectations that deliverable based research projects should be managed with a more disciplined approach and that there was a greater need for enhanced project management in the larger and more complex projects. (i.e. ACOA-AIF, NSERC CRDs, Industry Sponsored Research Projects, etc...)
- The VPR portfolio redeployed a number of existing resources to address these two main themes with the objective of:
 - Providing the Memorial University research community with an enhanced End to End Solution to automate the electronic submission and management of Research Proposals and Ethics Submissions. This initiative consisted of supplementing MUN's Current ROMEO deployment by implementing the ROMEO Researcher Portal
 - Repositioning the Major Research Project Division (MRP), which had previously been solely focused on supporting the Post Award Activities for ACOA-AIF projects, to provide more Pan University Project Management Services to the Memorial University's Research Community

Research Project Management (RPM) at Memorial



- Memorial University offers project management guidance and support services, *on an optional basis*, to all research projects university-wide.
 - •Project management tools, templates, and processes to aid researchers in the management of their research projects.
 - At the discretion of the Principal Investigator, provide training to researchers on project management strategies
 - •Key initial step was the development of a methodology for the introduction of project management processes within the MUN research projects.
- Design of methodology based on:
 - •Project management experience in industry, commercial and academic settings.
 - •Understanding of a research project lifecycle in an academic setting.
 - •Research into how other North American Universities are approaching Research Project Management.

RPM Website



https://research-tools.mun.ca/rpm/



Welcome to Research Project Management

This site offers Research Project Management (RPM) guidance and support services for research projects university-wide. The RPM approach utilizes a custom Research Management Methodology to provide support services, including: common tools, templates, processes, and learning resources to aid Memorial University researchers in the planning and delivery of their research projects. Furthermore, if requested, RPM training is available to Principal Investigators (PIs), project management strategies. These support services will be available to the Memorial's research community throughout the life of their research projects regardless of the nature of the research.

For a more detailed introduction to Project Management, please view the 'Introduction to Project Management' video. Researchers are also encouraged to review 'A Project Management Guide for Researchers' which is an educational guide that introduces the concept of project management and helps communicate the potential value that project management can add to research projects.

RPM Website – Research Project Lifecycle



Proposal Preparation

Identification of Funding Sponsor(s)

Engage Faculty
Grant Facilitators

Proposal Development

Review & Adhere to Institutional Policies

Pre-Award Services

Proposal Submission

Funding
Agreements &
Contracting
Support

Ethics / Regulatory Requirements

Account Opening

Plan Project Execution

Plan / Refine Project Scope

Plan / Refine Project Schedule

Plan / Refine Project Budget

Identify Project Risks

Plan / Refine Roles and Responsibilities

> Plan Data Management

Conduct Research / Review Progress

Monitor Project Scope / Deliverables

Monitor Project Schedule

Monitor Project Budget

Manage Roles and Responsibilities

Manage Project Risk

Human Resources Management

> Administrative Management

Intellectual Property Management

Manage Data Requirements

Amendments

Final Reporting

Document Lessons Learned

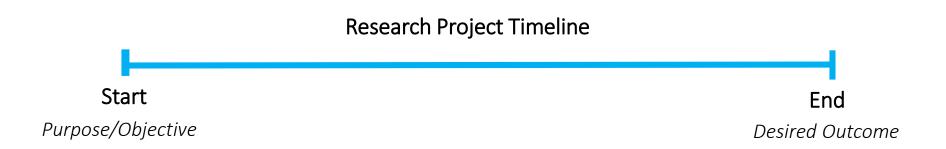
Final Reporting and Project Close-Out Requirements

The RPM Website is designed to:

- Outline the End to End Research Project Lifecycle
- Act as a "Launching Pad for Institutional Processes / Information which a Researcher should be aware of when conducting research"
- Provide a repository for Project Management Tools, Templates,
 Training Guides & Videos which they can leverage when conducting research

RPM Methodology - Research Project Perspective





Resources Required:

- People
- Equipment/Materials
- Facilities

Resources required and project timeline determines the project budget

Management of Resources

Produce desired outcome or maximize project outputs and results

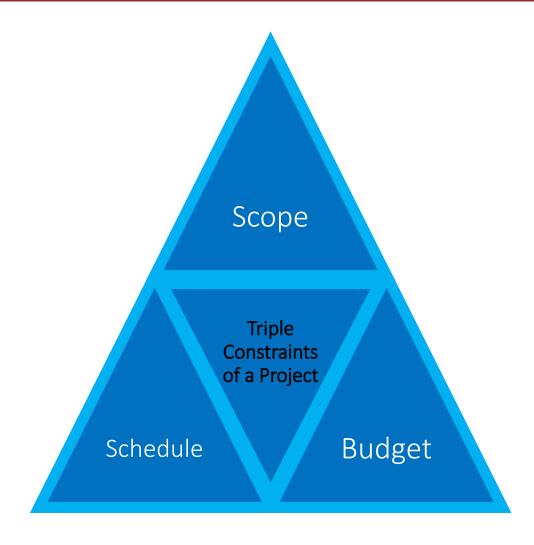
- Develop new technology
- Publications
- Train HQP
- Submit thesis

RPM Methodology - Fundamentals



Key Aspects of a Project Management:

- Initiating
- Planning
- Executing
- Monitoring/Controlling
- Close-out



RPM Resources – Training Video



Video - Introduction to Project Management

Purpose:

- Introduce the concept of project management and help communicate the potential value project management can add to a project.
- Overview what a project is, and its key characteristics, outline what project management is, and provide a rational to its potential importance or value to a research project.

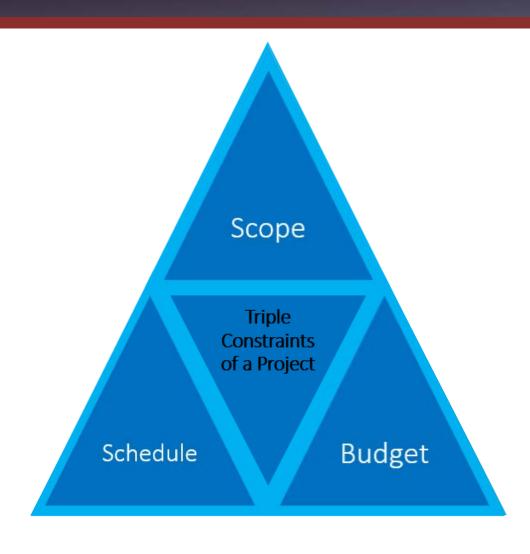
RPM Methodology - Resources



- Tools, Templates, and Educational Resources:
 - Microsoft Office based Excel/word
 - Designed to act as foundation for project management processes
 - Scale up or down based on project requirements
 - All templates have an associated User Guide (Manual)
 - Training Videos prepared for Scope, Schedule, and Budget Templates

RPM Methodology - Resources

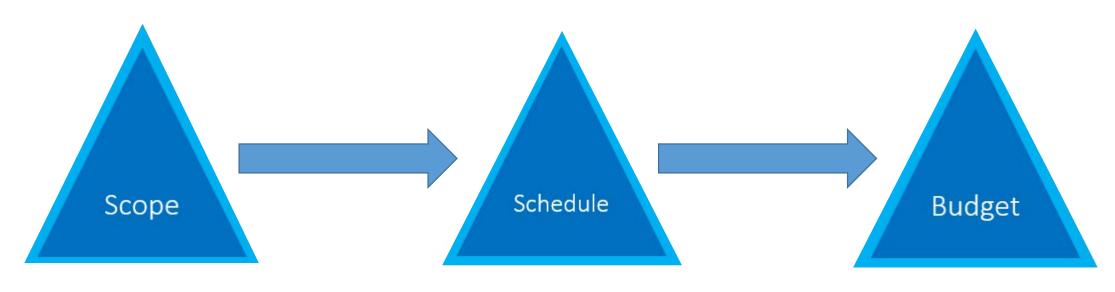




RPM Methodology - Resources



Key Project Management Tools and Templates



- Define Scope
- Break research down into more manageable components

- Estimate activity durations
- Sequence activities
- Develop schedule

- Estimate project costs
- Develop Budget
- Plan project financing

RPM Resources – Project Budget



Planning a Research Project Budget:

- Review budget planning templates
- Review budget planning template user guide

Implementation



- Website live in December 2017
- Ongoing Educational Sessions
 - Individual Projects
 - Graduate Students



Thank you Questions?