



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, etc.)?

Approach

After a short introduction, participants should watch videos and apply the methods to one of their research projects. During the main online session, group activities will take place, the trainer will answer questions and give personal feedback. No prior knowledge of project management is required.

Trainer

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

Number of participants	10
Dates and location	1 st & 26 th February 2021, Online workshop
Registration opening	11 th January 2021
Duration	Introduction: 1h (1.2., 9h–10h) Video-based exercises (20h from 1.2.–24.2.) 1-day workshop (26.2., 8h30–14h15 & 20' perso- nal feedback until 17:30)
Contact	regard@unifr.ch