The General Postgraduate Program: Courses 2022/1

B 1-2 Applied Project Management (2 CP)

Matthieu Kollig; GlobalPilots

Course description
 Successfully managing a PhD-project is a demanding task that involves more skills than “just” writing or carrying out experiments. It is a project in the sense that it often involves several stakeholders (e.g. fellow PhD-students, professors, technicians), it has a beginning and an end, and the outcome is a unique product. It therefore demands the application of basic project management methods. These methods are not only key to successfully managing research projects but also vital to any other complex project. In this online-course participants will get familiar with basic methods of project management. They will solidify the learned methods by applying them to their own PhD-projects. Hence, this course will help participants to get a grip on their PhD-project.

Target Audience, Number of Participants
 Doctoral Candidates of JGU Mainz with a good command of English. The course is recommended for doctorates in an early phase of their doctorate.
 Maximum number of participants: 12 persons

Prerequisites
 In order to participate, participants need a device (PC, Laptop) that can be connected with the internet. Smartphones and tablets cannot be used for this particular course. Your device should have a good microphone, a good speaker and a camera. You also need a high quality internet connection via LAN.

Date, Time (overall 4 sessions, using online-platform Zoom)
 Part 1: 09.02.2022 login 8:30 am / start 9:00 am / end 10:30 pm
 Part 2: 10.02.2022 login 8:30 am / start 9:00 am / end 12:45 pm
 Part 3: 16.02.2022 login 8:30 am / start 9:00 am / end 12:45 pm
 Part 4: 24.02.2022 login 8:30 am / start 9:00 am / end 12:45 pm

Topics
 In order to prioritize and adapt the contents to the specific needs of the participants, they will be contacted via email preceding the course. The following list may thus be modified:

- Project management styles; Project canvas; Project objectives
- Products and criteria for success; Costs and resources; Risk-assessment
- Work breakdown structure (summary tasks and work-packages)
- Identifying and communicating with stakeholders; Network diagram (critical path)

Course Objectives
 Participants

- create a useful overview with the predictable elements of their PhD-project
- define the scope of the project, and know all the necessary tasks
- engage in out of the box thinking, are aware of factors influencing their project
- estimate the time of project phases
- assess potential risks to their project and create respective solutions

Application Details
 To apply please use OpenOLAT.
 In order to be able to apply for the courses doctoral candidates need to be registered with the GPP.

Coordination & Contact:
 Anna Roch * Center for Quality Assurance and Development (ZQ) * Johannes Gutenberg University Mainz
 Colonel-Kleinmann-Weg 2 * 55099 Mainz * E-Mail: apk@zq.uni-mainz.de * Tel.: +49 631 39-20405