

## Transferable Skills Course

in cooperation with



## Project Management or How to keep your research project on track

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21 June 2019

### Objectives

Project management is an important tool for scientists. Research projects usually start with an idea that is turned into a proposal. Once funding is secured, the project needs to be set up, monitored, and finally reported (while reporting to the funding agency is usually done by the project leaders, for early career researchers, reporting means publishing their results).

Somewhere along the project lifetime it's easy to lose track of the tasks and then get buried in paperwork when reporting/publishing time comes, especially if you are an early career researcher with little or no experience in project management.

This short course aims to introduce tips and tricks on how to manage your scientific project successfully like a pro. The course will cover the phases of a project lifetime, from concept to closure. The course will also offer an overview of some popular tools to keep track of deadlines, budget, risks and communications.

### Topics include

- Introduction to science project management
- Processes in scientific projects
- Agile project management
- Tools and guidelines

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## Early Career Researcher Support Programme

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### Target Group

Researchers who would like to learn how to apply project management principles to a wide variety of research projects from field trips to PhD or Postdoc projects up to large international collaborations.

**Early career researchers** will get a good grasp of the effort necessary to run scientific projects. You will learn how you can make your academic life easier from the start with smart, easy-to-use tools and templates.

**Experienced research project managers** may pick up some methods they haven't been aware of to make their life as project managers easier. You are also invited to share and discuss your experiences during the course.

### Location and Time

MARUM, University of Bremen, Leobener Str. 8, 28359 Bremen, Germany  
MARUM I (main) building, room 2070

09.30 – 13.30 hrs.

### Registration

To register for this course, please visit the [course webpage](#).

*Please note that your registration will be binding.*

The registration deadline for this course is **19 June 2019**.

Any enquiries regarding the course should be addressed to [early-career@marum.de](mailto:early-career@marum.de).