

BioTech 71 | Project Management Training for Scientists | 2-Day Training

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October 8, 2019 to October 9, 2019

Registration occurs on a first-come, first-served basis. The deadline for registration is one week before the first day of the course. If you are unable to register before the deadline, please email: training@faes.org or call 301-496-7977 for space availability.

NIH employees paying with the signed vendor copy of the SF-182 form, please email: registration@faes.org

[Register Now](#)

[Contract: SF-182](#)

Workshops generally run from 9:00am - 5:00pm.

[View Tentative Agenda](#)

Course Description

According to the latest edition of A Guide to the Project Management Body of Knowledge (Upper Darby, Pennsylvania, Project Management Institute, 2000), project management is the application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of the particular project. These results are defined in terms of four factors: cost, schedule, performance, and scope. Cost is the budget allocated to the project, schedule is the timeline for the project's deliverables, scope is the magnitude of the job, and performance has to do with how well the team members do their work.

This two-day course provides a comprehensive introduction to the essential aspects of project management for scientists. The course will draw on relevant case studies, and prepare participants to apply learning from the course in their organizations. Specifically, the course covers the following key areas:

Course Outline

1. Introduction to Project Management
2. Project Lifecycle
3. Initiation Phase
4. Introduction to Planning Phase - The Project Plan
5. Creating the Budget
6. Project Manager Responsibility vs. Team's Responsibility
7. Risk and Change Management



2-Day Project Management For Scientists Training Class

**FAES Academic Training Center
10 Center Drive
Bethesda, MD**

Course Outline

8:30-9:00am	Registration and Coffee
9:00-9:20am	Welcome, Announcements, and Program Overview
9:20-9:35am	Introductions (Speaker and Participants)
9:35-10:45am	Module I: Introduction to Project Management <ul style="list-style-type: none"> Project Management Terminology Project Management Skills and Responsibility The Role of the Project Manager Elements of a Successful Project Reasons Why Projects Fail
10:45-11:00am	BREAK
11:00-11:30am	Project Management Team Activity – Determining Assumptions
11:30-12:15pm	Module II: Project Lifecycle <ul style="list-style-type: none"> Initiation Phase (Concepts) Planning Phase (Definition) Execution Phase (Launch) Control and Monitor Phase (Performance) Closing Phase (Ending)
12:15-1:15pm	LUNCH
1:15-4:15pm	Module III: Initiation Phase <ul style="list-style-type: none"> Defining the initiating phase Video http://www.youtube.com/watch?v=543dZ4T3H3EM (1) The Project Charter <ul style="list-style-type: none"> Statement of Work (SOW) Project Scope – Scope Statement Assumptions and Constraints (2) Identify Stakeholders <ul style="list-style-type: none"> Create the stakeholder list Details on role of each stakeholder

*Note: Get the SOW approved by the stakeholders. Once this is done you are ready to start the Planning Phase of your project.

Course Outline

8:30-9:00am	Registration and Coffee
9:00-9:20am	Welcome, Announcements, and Program Overview
9:20-9:30am	Brief Recap of Initiation Phase
9:30-12:30pm	Module IV: Introduction to Planning Phase The Project Plan (1) The Work Breakdown Structure (WBS) <ul style="list-style-type: none"> List all tasks involved in the project Use major milestones, deliverables identified in the SOW Create the WBS (2) The Network Diagram <ul style="list-style-type: none"> Use the WBS to show the dependencies or sequences of activities (3) Using the Critical Path Method (CPM) <ul style="list-style-type: none"> Determine the critical and non-critical task with goal of preventing time issues and process bottlenecks (4) Discover techniques for scheduling <ul style="list-style-type: none"> PERT (Program Evaluation Review Technique) chart GANTT chart Identifying Resources (Team Chart)
12:30-1:30pm	LUNCH
1:30-2:00pm	(5) Creating the budget
2:00-4:30pm	Module V: Execution Phase Project Administration (1) Project manager responsibility vs. Team's responsibility (2) Tracking Time Spent on Project (3) Project Status Meetings and Reporting <ul style="list-style-type: none"> Creating Status Reports (4) Project Procurement and Purchasing Module VI: Monitor and Control Phase (1) Project Problem Solving (2) Risk Management (3) Change Management Module VII: Closing the Project (1) Project Report <ul style="list-style-type: none"> Process Improvement