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: <u>training@faes.org</u> or call 301-496-7977 for space availability. NIH employees paying with the signed vendor copy of the SF-182 form, please email: <u>registration@faes.org</u>

Register Now

Contract: SF-182

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

View Tentative Agenda

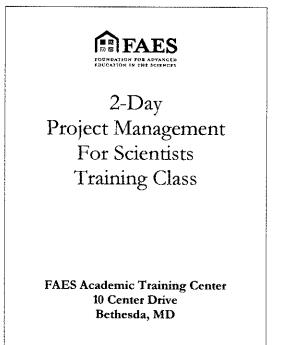
Course Description

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



8-30-9-00.sm	Registration and Coffee
9,041 9:20am	Welcome, Anosuments, and Posyam Oversew
9-20 9-35am	Introductions (Speaker and Participants)
9:35 ID-45æn	Module 1: Introduction to Project Management • Project Management Terminology • Project Management Management • The Role of the Project Manager • Elements of a Spressful Project • Research Way Project Field
0.45 H:00sm	BREAK
11-00 H:30æn	Protect Management Team Actualy - Determining Assumptions
11.30-12:45pm	Module LL Project Lifesycle I feature Plane (Conception) Planeng Pinne (Definition) B Sectorized Definition) Control and Montery Plane (Performance) Control and Montery Plane (Performance)
12-15 4:15pm	EUNCH
1:15 4:15pm	Madule UIL Indivition Renee • Delicemple unstating phase • Vieter future assessment communication of the state of the
"Note: Get the SO Planning Phase of (W approved by the stakeholders. Once this is done you are ready to start thr

8.30 9:00am	Regentration and Collec-
0.0K1 9;20(ann	Welcome, Approximations, and Program Overview
2.20 9.311arm	Brief Recap of Industion Phase
9-30-12-30pm	Module IV: Introduction to Planning Phase
	Dar Project Plan
	(1) The Work Breakdown Structure (WHS)
	 Lost all tasks involved in the project
	 Use major milestones, deliverables adorated in the SOW
	Create the WBS (2) The Network Diagram
	 The the WBS to show the dependencies or sequences of activities
	(3) Using the Critical Path Method (CPM)
	 Drive the reneal and non-entrol task with gear of preventing rane
	(4) Discover techniques for scheduling
	 PERT (Program Evaluation Review Technique) chart
	GANTF har
	 Identitying Resources (Team Charter)
2.304.30pm	LUNCH
1.30-2:00pm	(5) Creating the budget
2:00 J 30pm	Madule Y: Execution Phase
	Project Administration
	(1) Project manager responsibility vs. Team's responsibility
	(2) Tracking Time Spent on Project (3) Project Status Meetings and Reporting
	Creating Status Reports
	(4) Project Procurement and Purchasing
	Module, VI: Menitor and Control Phase
	(1) Project Problem Solving (2) Risk Management
	(3) Change Management
	Module VII: Closing the Project
	(I) Project Report Process Improvement
	, occur improvement