

Workshop title:

Management of Collaborative Research Projects

Workshop format:

This workshop provides a hands-on introduction to the art of managing multi-disciplinary, multi-organisational research projects. Horizon 2020 is used as a model, but the approach is applicable to multi-partner projects. It is targeted at researchers and management support staff who may find themselves in a management role, but also those who perhaps just need to know about what management involves. This workshop is also suitable as a complementary skills course in project management for young researchers. The workshop will follow the form of lectures followed by group exercises with discussion feedback. It aims to be very practical and interactive in nature, giving students skills and understanding that they themselves can apply rather than theory on project management.

The lectures will be given in English. Groups may discuss in German if preferred.

Trainer:

The workshop will be given by **Monica Schofield**.

Monica Schofield has almost thirty years' experience of innovation management in industry large and small in Sweden, UK and Germany. Aside from her industrial career in robotics, she is the co-founder of a robotic sensing company, founding editor of the International Journal of Medical Robotics and Computer Assisted Surgery, and has been a Board member representing a major investor in an advanced software company. Since 1993 she has been an expert advisor in various capacities to the European Commission on matters relating to research and innovation policy. She has been delivering workshops on research management across Europe since 1995. Monica has a degree in engineering science from the University of Durham, is a Chartered Engineer and Fellow of the Institution of Engineering and Technology.

Monica is Director International Cooperation & EU Office at TuTech Innovation where she is responsible for leading a team providing services for researchers at Hamburg University of Technology and external clients to help them make optimal use of the opportunities provided by European funding programmes for research, innovation and regional development.

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Programme

Day 1: 8 September 2016

09:00-09:15	Registration
09:15-9:30	Tour de Table
09:30-10:30	Introduction – the basics of project management I
10:30-10:45	<i>Break</i>
10:45-12:30	The basics of project management II <ul style="list-style-type: none">• Exercise: case study• Project management• Role of coordinator• Basic management issues• Starting on the right track
12:30-13:30	<i>Lunch</i>
13:30-15:00	Keeping control I <ul style="list-style-type: none">• Project governance• Effective communication
15:00-15:15	<i>Break</i>
15:15-16:45	Keeping control II <ul style="list-style-type: none">• Project controlling• Managing milestones and reviews
16:45-17:00	Wrap up of day 1
17:00	<i>Close day One</i>

Day 2: 9 September 2016

09:00-09:15	Welcome to second day
09:15-10:30	Managing multicultural teams <ul style="list-style-type: none">• Organisational and national characteristics• What a EU project manager needs to deal with• Exercise
10:30-10:45	<i>Break</i>
10:45-12:30	Dealing with conflicts and crises I <ul style="list-style-type: none">• Root causes of project difficulties• Handling conflicts
12:30-13:30	<i>Lunch</i>
13:30-14:45	Dealing with conflicts and crises II <ul style="list-style-type: none">• Dealing with non-performing partners• Exercise
14:45-15:00	<i>Break</i>
15:00-16:40	Managing expectations and completion <ul style="list-style-type: none">• Presenting the results• The final review
16:40-17:00	Summary, conclusions, feedback Q&A
17:00	<i>Close</i>

This is an indicative programme – exact timings may be subject to change