

# Guided Management of a Scientific Research Project

## Activity Guidelines for Students

### Purpose of Training Activity

Conducting a research project in science requires awareness and management of project scope, risk, timing and resources. Effective management of these factors has a major influence on the success and efficiency of the project. This activity will provide a structured approach by which students will apply project management skills and principles to their current work environment in the sciences, enabling them to develop generic, transferrable project management skills and to understand how these skills are applied/tailored to managing a research project. The skills developed in this module will assist students in careers in research as well as other professions.

### Overview of Training Activity

Every PhD project can be considered to be a series of smaller projects that each address a specific goal within the overall project. In this training activity, you will select one of these “sub-projects” and, with guidance, you will work through the steps required to plan, execute, monitor and evaluate the project. You will need to consult a research fellow or academic (e.g. your supervisor or a senior postdoc in your lab) periodically for advice on your project management activities. You will need to identify this person before starting.

This training activity will consist of two workshops run by the activity facilitator and a variety of self-guided activities that you will need to complete between and after the workshops. Workshop topics, corresponding to phases of a project, are:

- Project definition: identification of the research question; formulation of objectives; choice of a study design
- Project planning: activity planning; scheduling; assessment of human and non-human resource requirements and risks
- Project implementation: Management of activity, time, money and relationships
- Project completion: Drawing and disseminating conclusions; summative evaluation - what lessons can you take from your project that you will be able to apply in future research.

### Prerequisites

As prerequisites for this training activity, you are expected to have completed the following one hour Monash Doctoral Program activity:

- Applying Project Management Principles and Techniques To Your Research (WEBINAR)

### Scheduling and Attendance

This activity will incorporate two 4-hour workshops that will cover the four main phases of your sub-project. Each workshop will generate activities that will need to be completed by you independently (in consultation with your mentor) and will be used for the subsequent workshop.

Times and venues of the workshops will be listed in myDevelopment (). You should register for this activity in myDevelopment.

You are required to attend both sessions and to complete all independent activities. **On completion of these requirements you will be credited with 15 hours towards the compulsory 60 hours devoted to Professionalism, Innovation & Career activities within the Monash Doctoral Program. No partial allocation of hours will be given.** The facilitator who is leading the workshops will record attendance and activity completion during each session and provide these details to the Monash Doctoral Program coordinator.