

## Project Management Workshop: Manage Your PhD as a Project

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### AIMS OF WORKSHOP

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The practice of using formalised processes to plan, execute and control projects represents an organised approach to ensuring that the objectives of the project are met. By adopting this approach in their PhD project, students will improve the likelihood of completing their PhD in the desired timescale, with appropriate content and quality. They will also become familiar with key Project Management methodology- a key skill in the eyes of future employers.

In this workshop, students apply project management processes to their own PhD 'Project' to create standard documentation such as Gantt charts and risk management plans. The course is highly relevant for PhD students in all faculties – previous attendees from Sciences, Engineering, Architecture, Music, and History have all benefitted.

### COURSE OUTPUT

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- Understand Project Management terminology and processes
- Explore alternative 'typical' PhD project lifecycles and understand strategic options for your project.
- Define and document the detailed scope of your PhD project, using Work Break Down Structure.
- Build a Gantt chart for your PhD- including live demo and coaching in the use of GanttProject.
- Identify the key risks for your project, and build a plan to reduce their likelihood or impact
- Identify your key stakeholders, and learn the importance of, and approaches to keeping them actively involved
- Learn approaches to prioritising work on a monthly, weekly and daily basis
- Demonstration of 'task management' software to manage 'to do' lists
- Identify own 'time wasting style' and approaches to overcome this
- Understand learning styles, and how to use these to increase the impact of your presentations
- Develop understanding of own motivational needs, and explore options to fill gaps

### COURSE FORMAT

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- Full day work shop or 2 half days
- Face to face with capacity for 12 delegates interactive workshop or 40 delegates 'teaching' style
- Virtual workshops with capacity for 12 delegates interactively or 100 delegates 'teaching' style

### MY BACKGROUND

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- Life Compass Consulting Ltd. Project Management consulting & training courses; career workshops
- 22 year career in diverse scientific and managerial roles at AstraZeneca, including 15 years as Project Manager. Experience of Pharmaceutical Development, Global Oncology projects, Change projects.
- INLPTA Diploma (Neuro Linguistic Programming); PMP (Project Management); D. Phil (Organic Chem).

### TESTIMONIALS

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*Paul S, Advanced Metallics CDT:* "This project management workshop with Lisa really helped me understand how to integrate PM assets into my PhD work. I always knew they were there but Lisa really went the extra mile in making me understand the value of tools such as Gantt and Risk Management charts being constantly updated during the PhD as live documents. It's only been a few days after the workshop and I've already identified some points of

weakness relating to my project and I'm moving to adjust them accordingly. Overall this workshop was a great experience and I sincerely believe that any PhD researcher would find it useful, especially during their first year into their PhD program."

*Hussein Y, Speech & Language Technologies CDT: "Lisa's workshop on managing your PhD as a project was very informative and useful. It helped the cohort analyse the project from a high level overview and really understand the importance of good planning abilities and risk management strategies. Lisa's approach and presentation skills were welcoming and engaging. I would recommend Lisa and Life Compass to other PhD students and CDT cohorts"*