PROJECT MANAGEMENT WORKSHOP FOR MATERIALS PRS (MT 2020)

12-1pm and 2-3pm Friday wk4 MT20 (6/11/20)

PAUL D. WARREN (NSG) and ADRIAN TAYLOR

<u>AN INTRODUCTION TO PROJECT MANAGEMENT</u>

- **INDUSTRIAL CONTEXT OF THIS GENERIC SKILL**
- **APPLICATION TO A RESEARCH DEGREE**
- **INTRODUCTORY EXERCISE**
- **OPPORTUNITY TO SEEK INDIVIDUAL ADVICE**

SIGNIFICANCE OF THE NUMBER 777 ?

3.2% USED UP ALREADY !

Postgraduate Training: Mandatory   Michaelmas Term

Organised by Dr A.O. Taylor

1 session of 2-3 hours led by Dr Paul Warren, NSG (Pilkington Glass), assisted by Dr Adrian Taylor

Project Management

This two to three hour course is directed towards the application of project management to the research undertaken for a research degree. It will cover topics such as defining a DPhil project, structuring the research and associated activities and managing their progress. The aim is to teach new research students techniques which will help them to complete successfully their degree within the funded period for the degree. Experience of project management is also a useful generic skill and one that is valued by graduate recruiters

The Department's graduate course structure includes six-monthly project management reviews. This allows and encourages you as the student to take responsibility for the successful outcome of your research by assessing expectations and progress throughout the duration of your course. It will enable you to flag up any concerns you might have that your research is not keeping to schedule, so that your supervisor and, if necessary, the Graduate Studies Panel can consider whether remedial action is required.

You are expected to bring a first draft of your Project Management Form 1 (excluding the Gantt Chart and WBS) to the afternoon seminar of the workshop.

5. PROJECT MANAGEMENT

A Project Management scheme is included in our graduate programme structure. <mark>This allows and encourages you as the student to take responsibility for the successful outcome of your research by assessing expectations and progress throughout the duration of your programme</mark> (see the 'project management form' entries in the relevant timeline provided via Appendix XII. Guidance can be found at
http://www.materials.ox.ac.uk/teaching/pg/pgprojectmanagement.html and the Project Management Form templates are available on the 'Materials: PGR Progression' Weblearn site. The scheme will enable you to flag up any concerns you might have that your research is not keeping to schedule, so that your supervisor and, if necessary, the Graduate Studies Panel can consider whether to take remedial action. **If you are expressing such concerns on a particular Project Management Form, you must also send a short e-mail to the Director of Graduate Studies to warn him of this**. He will then consider your Project Management Form as a priority matter. In all other cases unless we become concerned over your progress your PMFs are reviewed only by you and your supervisor(s). You upload most of your project management forms to Weblearn in weeks 0-1 of HT and at the start of the 'Long Vacation' (in July). Integral to each PMF is a 'training needs analysis' and appended to your PMF there will always be an updated Gantt Chart. NOTE: The Gantt Chart should show a timeline for your WHOLE studentship.)

It is compulsory that you attend the Project Management workshop on Friday of Week 4 MT during which initial training is provided and the workings of the scheme will be explained. In advance of this workshop you are requested to prepare a first draft of your Project Management Form 1 (excluding the Gantt Chart where there will be specific training). To enable this you will need to discuss your project, its overall scientific objectives, your objectives for the next six months, your training needs, and your resources needs with your supervisor. There are some helpful prompts in the MPLS Division's 'Project Initiation Plan' and 'Training Needs analysis documents'.

Experience of basic project management, a useful generic skill, is valued by graduate recruiters, and for those of you who remain in academia Gantt charts are often a requirement when academics apply for research funding.