To Get Started and then be ready in time
Basic Management of Research Projects. Doctoral course.

Date: 10 Nov, 17 Nov and 24 Nov 2015 room 3C:817 at 9.00-1600.

Room: in A-building 3C:817 at 9.00 – 16.00

Goal.
After the course the participants will be able to improve their personal planning of their own research projects.

Target group
All research students. No prerequisites. 1.5 hp.

Purpose:
To introduce and train basic elements and methods within personal planning and project management. The methods will be applicable directly in the own research project and useful in industries. Get to know other doctoral students.

Content:
- To get started in the right way with a longer work.
- Disposition of document presenting goals and plans for projects.
- Effective problem solving. Simple creative tools.
- Co-operation with others in the project team, communication and dealing with conflict of opinion.
- Co-operation with supervisor/clients.
- Personal effectiveness: to be an effective academic.
- Dealing with the stress from yourself and others in the daily work.

Type of teaching
The seminars are held in 1+1+1 days, 9.00 – 16.00 each day. After a short lecture about the models the participants apply the models in their own projects especially in the tasks between days. The scope is totally one week’s work with three tasks that are done in the days between seminars. No prerequisites.

Literature:
- Rune Olsson: Articles are distributed. You find them on http://www.iei.liu.se/pie/olsson-rune/material/attkommaigang?l=sv. Articles starting with (e) are in english and (a) are in swedish.

Reference literature.
- Deborah Tannen: That’s not what I meant! 1987. Ballantine (Also in swedish: Det var inte så jag menade)
- Edward de Bono: Edward De Bono’s Thinking Course. 2005. BBC Active. (also in swedish: Tanketräningskursen)
- Edward de Bono: Six thinking hats. 2010. Penguin. (Also in swedish: Sex tänkande hattar)
- Tonnquist; Project Management 2008. Bonniers. (also in swedish: Projektledning)

Teacher:
Rune Olsson, PIE (Project, innovations och entrepreneurship), IEI, Linköping University.
www.iei.liu.se/pie/olsson-rune, rune.olsson@liu.se and rune@pulsro.se.
## Schedule

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<td>To get ready in time.</td>
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<td>Systematic planning</td>
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<td>Personal work styles</td>
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<td>To break down a larger assignment in workable activities.</td>
<td>From WBS to milestones and areas of responsibility. Risk analysis. Success factors.</td>
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<td>To start a project group the right way</td>
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### Assignments between day 1 and 2

1. Make a project plan according to the check list in E03.
2. Do the conflict exercise E07. Will be handed out.

### Day 2

Run-through your project plans.

Comparison between project methods for the university and industry.

Dealing with the stress from yourself and others in the daily project work

Building relations

Co-operation with others in the project team

Communication

Dealing with conflict of opinion

### Assignments between day 2 and 3

1. Do the exercise: dealing with risks.
2. Do a time study on how you use your time during one week.

### Day 3

Personal effectiveness

How did you use your time?

Dealing with pressure in everyday life

Co-operation with supervisor, stakeholders and clients.

Mental training for daily life

Effective problem solving

And what happens after this?

Follow-up from all days

The time study

We use the model: “Reflect afterwards” in order to see if something could have be done more effectively.

Dealing with risks

Stakeholder analysis.

Follow-up from day 1 and 2.

Comparison in pairs, Matrix for decision, Brain-writing

How do you make clear in your daily work what you want to bring from these days?