

Introduction to Research Project Management

Course aim

Our overall aim in this course is to help you manage any research project so that the project achieves its goals on time and within budget.

Contents

The course is divided into eight sections. Each section contains a series of video lectures or tutorials, together with resources relevant to each topic, including tools, templates, examples and checklists.

We recommend you start at the beginning and follow the sessions in the order presented below. This will give you an overview of the essential elements of managing a research project successfully. You can then go back to any of the sessions in more depth, any time you like.

Section 1: Course Overview

1.1 Introduction

Overview of the course and why successful project management is so important for researchers.

Section 2: Getting Started

2.1 Definitions used in the course, including what makes a successful project.

2.2 Project Manager Skills – Eight key skills every project manager needs to develop.

2.3 Project Management Lifecycle – Introduces the four essential project management stages common to any research project. Explore the key steps and activities each stage entails, including the different entry points a Project Manager may have within this process.

Sections 3 to 6: Project Management Lifecycle

We walk you through the whole project management lifecycle in depth, right from the beginning, so you'll know what issues to consider and the topics that should be addressed at each stage.

Stage 1: Scoping/Design

3.1 Setting Scope

3.2 Stakeholders

3.3 Roles/Responsibilities

3.4 Research Design/Proposal – the vital elements to include in a research proposal/design, including the aspects to convince sponsors and funders your research project will be managed appropriately.

3.5 Risk Management

Stage 2: Planning

4.1 Introduction to the planning stage and how it differs from Scoping/Design in relation to research.

4.2 Work Breakdown Structure

4.3 Network Analysis

4.4 Gantt Charts

4.5 Resources

4.6 Project Plans Revisited

Stage 3: Implementation

5.1 Implementation - Moving Forward

5.2 Monitoring Tools

5.3 Managing the Budget

5.4 Time Management

5.5 Communication

5.6 Leadership and Teamwork

5.7 Managing Problems

Stage 4: Completion

6.1 Completion - Key activities to **stay focused** as the project draws to a close.

Section 7: Top 10 Project Management Challenges (and what you can do about them)

7.1 Part One

7.2 Part Two

Section 8: Further Resources

Here, we share further resources to help you build your research project management experience. If there is anything that you would like to see here, or that you have found useful and would like to share with fellow researchers, please let us know.

So... let's get started!