Project Management for Scientists

Introduction to the Course

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Outline

- Course Goals
- People
- Communications
- Required Book
- Schedule and Requirements
- Exam and Grades
- Project Management in 4 Slides
- Lecture Overview

My Course Goals

- Become a more successful scientist by organizing scientific ideas and projects
- Learn to take scientific ideas from initial visions to successfully funded projects
- Learn to look at project management as a way of thinking
- Improve your own projects in this course

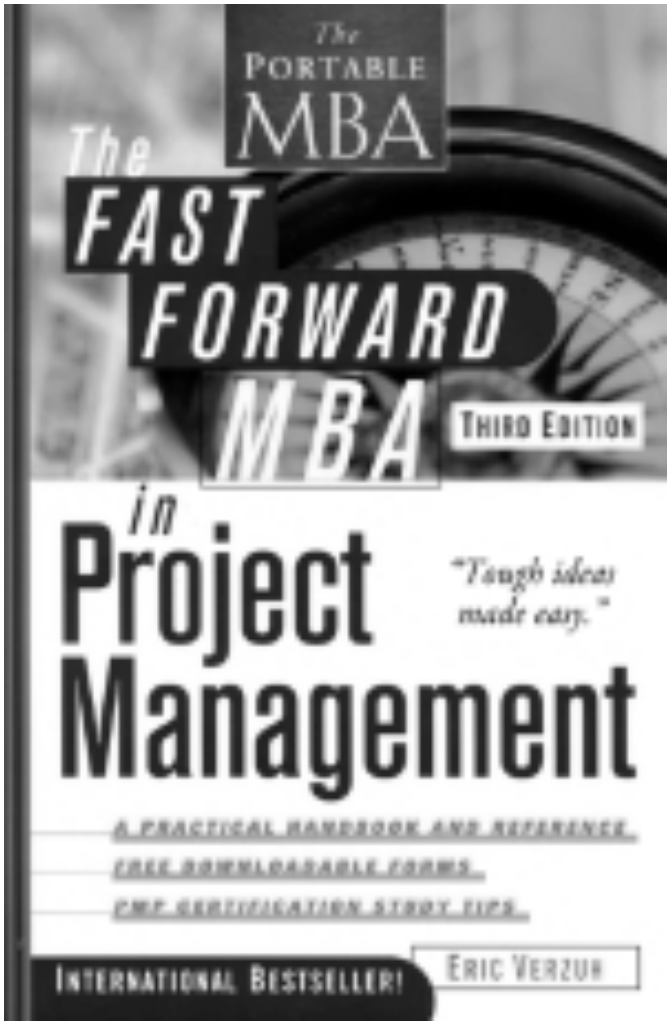
People

- Christoph Keller
  Professor of Experimental Astrophysics
- Eleonora Zariem
  PhD student at Leiden Observatory

Communications

- Blackboard for us to send emails to you
- Email: keller@strw.leidenuniv.nl
  zariem@strw.leidenuniv.nl
- Course web page:
  `www.strw.leidenuniv.nl/~keller/Teaching/PMSci_2015`
  - Schedule
  - Lectures
  - Exercises

Required Book



- The Fast Forward MBA in Project Management, 3rd or 4th edition by Eric Verzuh
- Published by John Wiley and Sons Ltd
- Available at bookstores, bol.com
- Use selected chapters and as reference
- All lectures, exercises will be available on course webpage

Course Schedule

Day	Time	Room	Type
Thursday	13:45-15:30	HL 414	Lecture, Practicum, Exercises

Course Requirements

- Exercises are integral part of course
- Computer, paper, practical exercises
- Home work and some exercises have to be submitted by deadline
- Submitted work will be checked and/or discussed
- Solutions will not be made available in writing or online

Exams and Grades

- Relevant documents for open-book exam
  - Lectures, books
  - Exercises and home work
- Written exam after course, oral exams after that
- Grade composition
  - 40% home work, exercises, reports
  - 60% exam

List of Lectures

1. Scientific Projects
2. Scientific Vision and Strategy
3. Project Definition
4. Science Requirements
5. Proposal Planning and Organization
6. Work Breakdown Structure
7. Cost and Schedule Estimates
8. Team Formation and Hiring
9. Project Organization and Control
10. Schedule and Time Management
11. Risk Management
12. Communication
13. Typical Project Problems