Project Management Training for Research Professionals

The Project Management Training for Research Professionals is a seven and a half-hour course developed by the Clinical and Translational Institute at the University of Pittsburgh to introduce tools and strategies of project management. Attendees will gain concrete skills for planning and executing projects, assessing, communicating and managing issues, and leading groups in problem solving and decision making. Attendees are eligible for CEU/CME credit awarded by the University of Pittsburgh School of Medicine. At the end of this course, participants will be able to:

Session 1-(1.5 hours)

1: Define Project Management

* Objectives: Introduction of project management and PM code of ethics and how it can be used in a research setting.

2: Communication

* Objectives: Best practices for communication including verbal, nonverbal, and print.
* Tools: Communication plan and tools for successful outcomes.
* HCD: Communicator and the artist activity

3: Stakeholder Engagement

* Objectives: How to identify a stakeholder and managing and engaging them.
* Tools: Stakeholder engagement plan
* HCD activities:Stakeholder mapping

4: Meeting Management

* Objectives: Tools to lead an effecting meeting
* Tools: Meeting agenda template and tips for meeting management

Independent learning module (1 hour)

5: Communication and Stakeholder Engagement

* Methods to identify stakeholders in project planning
* How to rate your stakeholders power and interest in the project
  + Tool: Power-Interest Grid
* Steps to build a stakeholder register
* Designing an effective communication plan
  + Tool: Communication Plan
* Project Management communication types
* Project Management communication processes
* Knowledge Quiz