

# Projektdesign und –management für junge wissenschaftler/innen

## “Project design and management for young scientists“

4<sup>th</sup> to 5<sup>th</sup> February 2013

**Venue:** Haus der evangelischen Kirche, Adenauerallee 37, 53115 Bonn

**Topic:** The internationalisation of Higher Education renders the design and management of research and scholarship projects an ever-more complex and often challenging process. This seminar teaches how classic project management tools can be applied successfully to the contexts of international cooperation, research routines and varied international academic cultures. Young scientists (Ph.D. students and Post docs) are provided with the methodological knowledge and best practice techniques they need to purposefully design, systematically structure, effectively implement and professionally represent their international projects. They will reflect on their individual project experiences against state-of-the-art know how and develop action plans dealing with the opportunities and difficulties they face in their work. The interactive format of the seminar includes a varied mix of lectures, case studies, discussions, individual and pair exercises. Participants are asked to fill in a questionnaire on their projects approx. three weeks prior to the workshop to ensure that their individual needs are considered in preparations.

### Preliminary Programme

#### Monday, 4<sup>th</sup> February 2013

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|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10:00 a.m. | Welcome and Introductions<br>Dr. Gabriele Althoff (international DAAD-Academy)                                                                                                                                                                                                                                                                                                                                                                                      |
| 10:30 a.m. | International project management in your scientific career <ul style="list-style-type: none"> <li>• Particularities of project management in research and scholarship</li> <li>• Internationalisation of project management in research</li> <li>• International academic cultures</li> <li>• From theory to practice: Project management phases and levels</li> </ul> <i>Interactive lecture</i>                                                                   |
| 11:00 a.m. | Break                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11:15 a.m. | Chances and challenges of international (multi-local and/or multiculturally embedded) research projects<br><i>Interactive lecture / guided discussion</i>                                                                                                                                                                                                                                                                                                           |
| 11:45 a.m. | Designing your international project: From project to process management, e.g. <ul style="list-style-type: none"> <li>• Strategic planning includes sustainability, quality and risk management</li> <li>• Setting realistic objectives: When is your project successful?</li> <li>• Stakeholder analysis and the definition of project roles</li> <li>• Milestones and key actions</li> </ul> <i>A combination of individual exercises and interactive lecture</i> |
| 1:00 p.m.  | Lunch Break                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

- 2:00 p.m. Instruments and techniques for your project success, e.g.
- Organisation of project tasks
  - Focus-finding mission
  - Time and resource management (in international comparison)
  - Approaches to self motivation
  - Quality matters: Monitoring, self-control and lesson learning
  - Work-life balance
- Pair work on case studies incorporating participants' experiences, presentations*
- 3:15 p.m. Coffee Break
- 3:45 p.m. Institutionalising the management of your project:  
Dealing with varying expectations and complex team interactions, e.g.
- Typical communicative difficulties in international projects
  - Stakeholder moderation
  - Decision-making channels
  - Teamwork versus rivalry and competition
- A combination of group exercise, lecture and a moderated debate*
- 5:15 p.m. Feedback
- 5:30 p.m. End of day 1
- 6:00 p.m. Informal get together

## **Tuesday, 5<sup>th</sup> February 2013**

- 9:30 a.m. **External project communication and (re)presentation:  
Navigate your project effectively through international environments**
- International networking and paths to transnational collaboration
  - How to position your project in international scholarship (cultures)
  - Communicative mind map for empirical research overseas
  - Approaching international publishing
  - Managing your (project's) conference presence
- A combination of a lecture, group exercises incorporating participants' experiences and a moderated group discussion*
- 11:00 a.m. **Coffee Break**
- 11:30 a.m. **Review your own international project: Mapping measures to reinforce project strengths and minimise project difficulties**
- Individual exercises and moderated group debate*
- 12:30 p.m. **Results of the day and participants' feedback**  
Dr. Gabriele Althoff (international DAAD-Academy)
- 1:00 p.m. **End of Seminar**

## **Lecturer:**

Dr Anne Clausen offers professional seminars, research and review services focussing on internationalisation strategy and practice, diversity in teaching and learning, and project management in international Higher Education. A multidisciplinary Geographer (Ph.D.) by training Dr. Clausen has held positions in Higher Education and international relations in Germany, the United Kingdom and the Asian-Pacific region. Amongst others she was Senior Lecturer for Development Studies and ERASMUS Programme Coordinator at Kingston University London as well as Head of Section with the DAAD where she provided policy advice and quality management measures to German transnational education projects.

## **Head of Department and Organisation:**

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