



Essentials of Project Management for Academia

Designed and facilitated by Dr Sandra Mandic, PhD, PMP

Most of the academic work is accomplished through projects: planning and delivering university courses, designing and conducting research projects or organising events such as graduation, symposia or research seminar series. Project management knowledge, processes and tools can help to plan feasible projects, support project completion on time and within the budget and ensure project deliverables meet required quality expectations.

This course will provide practical guidance for planning, management and monitoring of various types of academic projects.

Course Objectives*



Look at academic projects through the project management lens



Explore the steps involved in planning projects



Explore management and monitoring of project scope, time, resources, project risks and project team



Discuss preparation and management of project deliverables

Target Audience

Academic staff, course instructors, researchers, administrative staff, managers, team leaders and project coordinators

Relevant Resource

[Compass Guide:
How to Plan Your
Research Project](#)



Course Delivery Format*

1- to 2-day training or
3 – 6 sessions of 2 hours each*

Presentations	Project planning templates
Group discussions	Examples
Workbook activities	Videos
Online pools	

**Specific course objectives and course format are suggested options only. Offered courses will be customised based on clients' needs.*

Facilitator

Founder and director of AGILE Research Ltd.

Award-winning researcher and author
Experience working in academia, government and business

20+ years of leading research projects



[Dr. Sandra Mandic,
PhD, PMP](#)

Creator of the [Compass Guide Research Training](#)





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Course Content

Part*	Topic	Content covered under each topic
#1	Fundamentals of project management	• Introduction to project management • Projects seen through the project management lens • Critical success factors for planning feasible projects • Common issues in project planning • Overview of steps involved in planning projects
#2	Step by step planning of projects (Part 1)	• Define project objectives • Define project scope • Plan project procedures • Plan project timeline • Plan project resources and budget • Plan project deliverables
#3	Step by step planning of projects (Part 2)	• Establish a project team • Plan risk assessment and management • Prepare a project proposal • Obtain necessary approvals • Secure project funding • Put together a project plan
#4	Managing projects and monitoring progress (Part 1)	• Common issues in project management • Managing projects – balancing scope, time and resources • Building and managing project teams • Managing project risks • Quality control
#5	Managing projects and monitoring progress (Part 2)	• Project reporting • Preparing project deliverables • Managing issues and change • Closing the project and reflecting on lessons learned

**Course content will be customised based on clients' needs.*

If you are looking for **practical, interactive** and **customised** research and project management **training**, contact us [by email](#) to discuss your needs

