

Training

Workshop

Successful management of projects

Workshop with ANDREI FLUERAȘ, Vienna

Senior Partner, Zertifizierter Trainer und Coach der Lukas Bischof Hochschulberatung AG

- Date:** **Friday, 12.05.2023 (16:00 – 20:00)**
Saturday 13.05.2023 (9:00-17:00)
(Lunchbreak 12:00-13:00)
- Location:** ONLINE,
link to be announced in advance
- Registration:** please use registration link

Goals and Outcomes

The workshop is open to doctoral candidates and PhDs who want to acquire the key concepts and skills for successfully managing of projects in and outside of the academic world.

The course follows the different phases of project management using case studies from scientific practice. To the extent that participants are already involved in, leading or coordinating projects, the guided exchange of experiences is an important part of the workshop.

The 1.5 day workshop is designed as practical, interactive, dialog-oriented and participatory training and provides the basic knowledge and tools for successful project management.

Methods

The following methods will be used:

- Short introductions to models and practical examples
- Individual work and small group work
- Work on own examples
- Training elements
- Consultation

Content

The structure of the workshop is based on the life cycle of realistic projects. Participants will develop an understanding of the following aspects of project management in the workshop as applied to their projects:

1.) Development of Projects

- Define project goals SMART
- Clarify project framework (scope, resources, time)
- Stakeholder analysis before project start

2.) Planning Projects

- Organize structure and roles in projects
- Project planning in activities, products and milestones
- Project planning tools: use of work breakdown structure, GANTT charts,
- Risk management

3.) Execute/implement Projects

- Control project progress
- Agile project management
- Communication in projects

4.) Finishing projects

- Project handover
- Project evaluation



Mag. Andrei Flueraș, MSc

Senior Partner, Zertifizierter Trainer und Coach der Lukas Bischof Hochschulberatung AG

Andrei Flueraș studied Psychology at the University of Vienna and Business Administration with a focus on Human Resource Management at the FH BFI Vienna. He is also a certified project manager according to IPMA®, coach and trainer.

As a psychologist, Andrei Flueraș, MSc has worked with young people with behavioral problems, traumatized migrants and women in psychological crises. With his many years of leadership and project management experience, he has successfully led organizational development, human resources development and change projects in higher education..

For more than ten years, Andrei Flueraș, MSc has been working successfully as an independent trainer and coach for both profit and non-profit organizations. At the Karl Franzens University in Graz, he



designed and led the postgraduate university course for social media management and held independently developed courses in his areas of expertise, for which he also stands as an independent trainer: project management, leadership, communication and team development.

From IGA

Target Group

The workshop is open to doctoral candidates who want to acquire the key concepts and skills for successfully managing projects in and outside of the academic world.

Contents

The structure of the workshop follows the life-cycle of realistic projects. The following aspects important to the successful project management will be covered during the two-day workshop:

1. Initiating projects

- Defining SMART project goals
- Understanding project constraints (scope, resources, schedule)
- Analyzing stakeholders
- Identifying critical success factors and risks

2. Planning projects

- Project planning in activities, milestones, and deliverables
- Project organization and roles in projects
- Tools for project planning: Using work breakdown structures, GANTT charts, and common project management software
- Risk management in project planning
- Planning communicating in projects

3. Implementing projects

- Implementing projects in higher education and business – organizational characteristics and their impact
- Agile project management using SCRUM

4. Concluding projects



- Concluding projects
- Evaluating projects

5. Dealing with resistance in projects

- Resistance to change – why it is natural, why it is reasonable and how to approach it
- Change from a psychological perspective
- Dealing with resistance in projects

Intended Learning Outcomes

After the workshop

- you will know and understand the four phases of the project life-cycle and you will be able to explain what is important to consider in each phase,
- you will be acquainted with the most important methods and tools and will be able to apply them (SMART criteria, stakeholder analysis, project work breakdown structures, GANTT charts, Critical Path Analysis, Agile Project Management, typical project management software),
- you will be motivated to apply the approaches and practices in your daily work.

Didactical Concept

The two-day workshop is designed as a practice- and dialogue-based training, taking into account participants' experiences with project management and equipping them with hands-on skills, techniques, and instruments to successfully implement projects under the specific conditions of higher education.

The workshop uses concrete case-studies from higher education institutions worldwide to illustrate the four phases of project management. The selection of the specific case studies will be decided upon based on the results of a pre-workshop survey needs-assessment among participants (see below). The contents of the workshop will therefore be custom-tailored to its participants. Depending on the degree to which participants are already experienced with working or managing projects, real-life cases can be analyzed and discussed. The didactical concept of the workshop explicitly welcomes and encourages an active participation and exchange of experience among the participants.

Within the workshop, participants will have the opportunity to experiment working common project management software such as MS Project, Inloox or the open source-tool „projectlibre“. In addition, participants will be acquainted with tools used in agile project management.

