

## **Career Workshop**

### **Project Management in and outside of Higher Education**

**23. - 24. August 2019**

**Location:** University of Freiburg, Faculty of Engineering, Georges-Köhler-Allee, 79110 Freiburg, Seminar room in Building 078

**Trainer:**

**LUKAS BISCHOF**, Hochschulberater und Trainer, Freiburg im Breisgau  
Leading Expert, Higher School of Economics, Moskau

**Description**

The workshop is designed for PhD students and young researchers who want to acquire the key concepts and skills for successfully managing projects inside and outside of the academic world.

You will learn about initiating and planning projects, project organization, understanding project constraints, communication in projects, about critical success factors and risks, tools for project management, implementing projects.

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

**Day 1**

<b>Time</b>	<b>Topic</b>
8.45 – 9.00	<i>Arrival of participants</i>
9.00 – 9.30	Welcome, introductions and clarification of expectations and objectives for the Workshop
9.30 – 11.30	Initiating projects 1 – Defining goals <i>Input and group work</i>
11.30 – 12.30	Initiating projects 2 – Stakeholder Analysis <i>Input and group work</i>
12.30 – 13.30	<i>Lunch Break</i>

<b>Time</b>	<b>Topic</b>
13:30 – 15.00	Planning projects 1 – Work Breakdown structures, Workpackage, milestones, and activities <i>Input, group work and discussion</i>
15.00 – 16.30	Planning projects 2 – Project Organization <i>Input, group work and discussion</i>
16.30	<i>End of Day 1</i>

## **Day 2**

<b>Time</b>	<b>Topic</b>
9.00 – 10.30	Communication in projects <i>Input, group work and discussion</i>
10.30 – 10.45	<i>Coffee Break</i>
10.45 – 11.30	Risk management <i>Input, group work and discussion</i>
11.30 – 12.30	Unique features of projects in higher education and research <i>Input and discussion</i>
12.30 – 13.30	<i>Lunch Break</i>
13.30 – 14.00	Lateral Leadership in implementing projects in higher education <i>Input and discussion</i>
14.00 – 14.45	Successfully starting and implementing projects <i>Input and discussion</i>
14.45 – 15.30	Agile project management with SCRUM <i>Input and discussion</i>
15.30 – 16.30	Optional: Dealing with resistance and the basics of change management <i>Input and discussion</i>
16.30 – 17.00	<i>Evaluation and conclusion of the workshop</i>
17.00	<i>End of the Workshops</i>

### **Contact:**

Lukas Bischof

Tel: +49 1590 540 7244

E-Mail: [info@lukasbischof.eu](mailto:info@lukasbischof.eu)

Web: [www.lukasbischof.eu](http://www.lukasbischof.eu)