

## PROJECT MANAGEMENT ESSENTIALS for scientific staff



*In this course, we introduce you to the world of project management & Project Driven Creation. While you learn during the course, you will simultaneously work on designing, setting up and management your own project. We teach you how to start up your project together with your team, how to create a clear plan with tangible results and how to plan for an achievable timeline. In addition, you learn how to build and maintain an adequate relationship with your client and other partners in the project environment.*

### Who should attend?

This course is designed for every researcher who works/is about to work as an (upcoming) project leader, project manager or work package leader and who has limited or no experience in project management. Participants come from all the different institutes and departments of WUR. They meet in mixed learning groups, giving you the opportunity to expand your knowledge of WUR, connect to colleagues from different institutes and to learn from their experiences.

### Way of working

In the weeks before the course we would like to meet you on our online space in Miro. Here, you'll find everything you need to prepare for the course: the program, assignments, and articles. And you'll meet your trainers and the other participants. During the course you can use this platform to ask questions and get feedback from the trainers and/or your colleagues.

The assignments before and between each day are intended to be practical and contribute to your own projects and learning goals. So, be prepared to take some time between the modules! Reserve at least 2-3 hours before each course day.

During the course days, we will guide you through practical exercises to work on your own projects. We will teach you how to keep an eye on the four dimensions of project success: environment, commitment, collaboration and structure. You may practice how to work with your team on planning and assigning tasks, or how to talk to a manager or client about the mutual expectations and boundaries. All the tools covered in this course can be applied to your own project immediately.

### Course structure

This course starts with a set of online intake assignments on the Miro platform, including filling out an Insights Discovery profile if you have

not done so earlier. Next, there are four course days, planned over roughly three months' time. The first and second day are linked as a longer session, without an evening program. Days 3 and 4 are scheduled as separate, full days.

During each of the days, we will cover several topics, as listed in the schematic overview on the next page. After each day, the online Miro board offers follow-up assignments for your own projects.

### Practicalities

The course runs 6 times a year, dates are announced on WUR intranet and can be found online at <https://wurcourses.hartvoorprojecten.nl>. Usually, there are four English courses and two Dutch courses. Please book as early as you can because the course tends to be fully booked for several months ahead.

As a participant, you receive the textbook PMC Compact (Dutch) or Project Driven Creation (English) during the first course day, which summarizes all course theory. After the course, you can continue to access the Miro board to consult your earlier work and to download handouts et cetera.

During the course days, we stay at Hermonde in Bennekom. All catering for breaks and lunch is arranged for.

The next page offers a more detailed outline of the course modules. In case of any remaining questions, feel free to contact us directly by email ([info@hartvoorprojecten.nl](mailto:info@hartvoorprojecten.nl)) or phone (+31-24-6791946

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## Course Outline

INDIVIDUAL ONLINE  
PREPARATION

- Online introduction into the learning group
- Course practicalities & learning goals
- Insights Discovery profile

- Introductions and way of working
- Rules of the game: the WUR-approach to project management using Project Driven Creation
- Theory on phases, project contract and project definition
- A good start for a project: creating clarity on the assignment
- Practical team simulation to develop the project definition

DAY 1

- Understanding collaboration in project teams using Insights Discovery
- Project organization: roles and decision making
- Develop the activity plan of a project in a team effort using Creative Structuring
- Project Startup: what is it and how to use it in projects?
- Reflection on lessons learned and follow-up

DAY 2

- Refresh PDC-knowledge
- Expert workshop on financial and legal aspects of project management at WUR
- Controlling the execution phase of projects
- Project evaluations (in-between and final evaluation)
- Peer consultation on personal dilemmas as project leader

DAY 3

- Risk management in projects
- Understanding actors, forces and interests in the project environment using the force field analysis
- Crucial conversations: discussing common collaboration issues in project settings
- Applying PDC after the end of this course
- Course closure

DAY 4

WORKING ON YOUR OWN PROJECT(S) THROUGH PREPARATION- AND FOLLOW UP EXERCISES

