Be it the submission of a paper or the completion of a complex research project, a surprisingly large amount of academic projects are not finished on time, or at least not without causing considerable mental stress for everyone involved. However, a lack of expertise on the subject is rarely the reason why projects are not completed within the specified time frame. What is usually lacking is methodical knowledge about how to professionally plan and carry out research projects.

**OBJECTIVES**

- Project management in science and research
- The importance of project goals
- How can projects be organised?
- Systematic planning of research projects
- Making allowances for the unexpected in the course of the project

This one-day workshop will cover the basics of project management in the specific context of research and scholarship. Participants will learn how to realistically calculate the investment in time required for the project, effectively budget resources and other capacities, as well as how to create goal-oriented schedules and deadlines to effectively monitor the progress of the project. The special context of research in different disciplinary cultures (science/engineering/humanities/social sciences) will also be taken into consideration.

**METHODS**

- Trainer input
- Exchange and discussion in the group
- Group work, exercises
- Each participant receives an extensive seminar script with in-depth information, checklists and worksheets.

**DATE**

Monday, June 12th 2017, 10:00 am – 6:00 pm

**PLACE**

Seminarhaus, Room SH 0.106, Campus Westend

**TARGET GROUP**

Women Researchers: Postdocs and Advanced Doctoral Candidates

**COACH**

Dr. Nils Reschke, uni-support

**REGISTRATION**

required until May 26th 2017 at maltry@em.uni-frankfurt.de

participant limit: 12

**FURTHER INFORMATION**

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