

# Project Management - a toolbox for scientists

## Workshop by Dr. Sina Saladin MBA

### WHEN/WHERE

29<sup>th</sup> January 2027

(9 am – 5 pm)

Venue: to be announced

### REGISTRATION

Email: [sc-forschung@i-med.ac.at](mailto:sc-forschung@i-med.ac.at)

Free of charge

Workshop in English

Limited to 15 participants!

Projects are an integral part of our daily lives. In science, project planning and management are particularly complex, requiring specialized tools and techniques for successful execution. Effective project management involves strategically allocating, utilizing, and monitoring resources to achieve specific goals within a defined time frame. In a scientific context, these goals may include setting up experiments, securing grants, publishing research papers, or attaining tenure.

To establish a common understanding, this comprehensive one-day workshop equips PhD candidates and postdocs from diverse disciplines with essential project management skills. It introduces fundamental project management concepts and principles based on international standards (PMI). A key component of the training focuses on agile project management, demonstrating how flexible methodologies can be applied to the research environment. Participants will navigate the entire project life cycle, gaining valuable transferable skills to enhance their professional portfolios.

Throughout the workshop, participants will work on real project cases. Ten days prior to the workshop, they will be asked to complete an online survey to share their expectations and, if desired, submit details about their own projects. This input will shape the workshop structure, influencing the selection of topics and exercises to ensure a tailored and practical learning experience.

### OBJECTIVES (1 DAY WORKSHOP)

#### Define and prepare

- Project management in academia vs. industry
- Introduction into the project life cycle
- Manage stakeholders

### Develop plans

- Work breakdown structure (WBS): decompose projects
- Gantt charts: define a schedule and estimate task durations
- Risk management plan

### Execute and monitor

- Execution and closing of projects
- Monitoring of progress including an overview of available online tools
- Project communication

### Introduction to Agile Project Management

- Agile and iterative approaches
- Changes, project crashing and common mistakes

### What we DON'T DO

Learn PM software in detail. This workshop gives an overview of available PM software tools, only.



#### **TRAINER**

Sina Saladin has broad professional experience in implementation and development of project outlines in the academic environment. She holds a doctorate in Molecular Biology from the University of Zurich as well as an MBA in Academic Management from the University of Basel. Sina Henrichs combines her extensive research experience in the life sciences and in-depth understanding of process development and project management to provide interactive and professional training experiences. She implemented the Graduate Center GRACE, the professional platform for doctoral candidates and postdocs at the University of Basel and is founder of Manage Science ([www.managescience.ch](http://www.managescience.ch)). Since May 2021, Sina is working as a Project Manager at the Snow and Avalanche Institute in Davos.