

An Introduction to Research Project Management

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Research Project Management Track
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Project Management Modules

We will discuss how each of these factors contribute to the appropriate management of a research project.



2

The Project Management Track

- Learning Objectives:
 1. Recognize some key PM concepts
 2. Learn the components of a project management plan
 3. Outline the roles and skills of 'manager' and other team roles
 4. Discuss effective communications channels and strategies

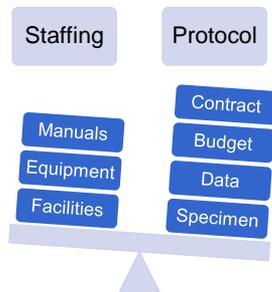
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EMBLEM Project-Specific Objectives

- Be prepared to discuss:
 - How to integrate PM concepts into the EMBLEM experience overall and by site
 - Possible improvements to specific EMBLEM operations
 - How to optimize current resource use, and maximize outputs using effective management tools and techniques
 - The need for additional project documentation

4

Managing Components of an Existing Project

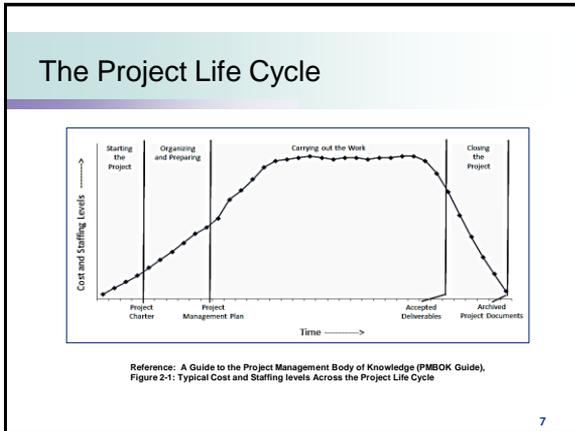


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Process Groups and Project Phases

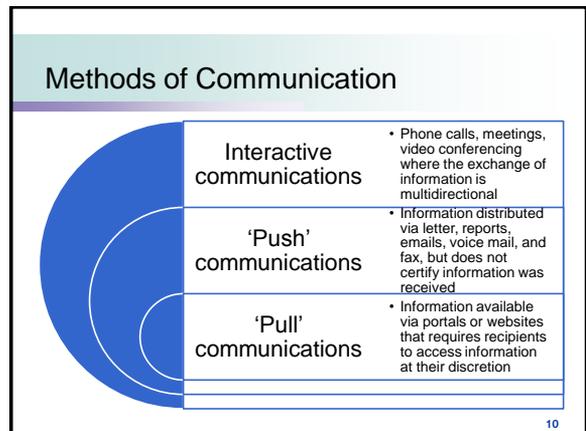
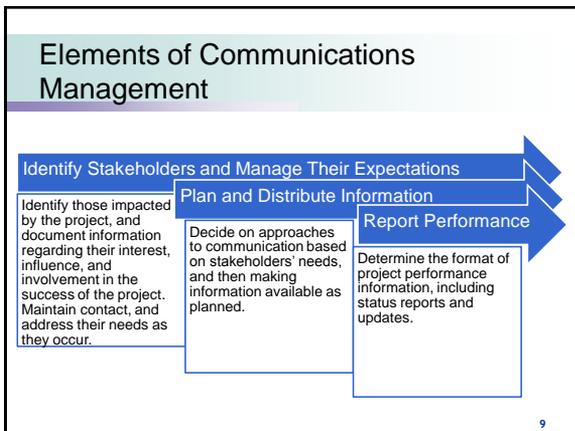
- Process Groups
 - Initiating
 - Planning
 - Executing
 - Monitoring and Controlling
 - Closing
- Research Project Phases
 - Protocol development
 - Contract implementation
 - Recruitment and retention
 - Data collection
 - Staff training
 - Supplying the facilities
 - Monitoring-evaluating

6



Project Communications Management

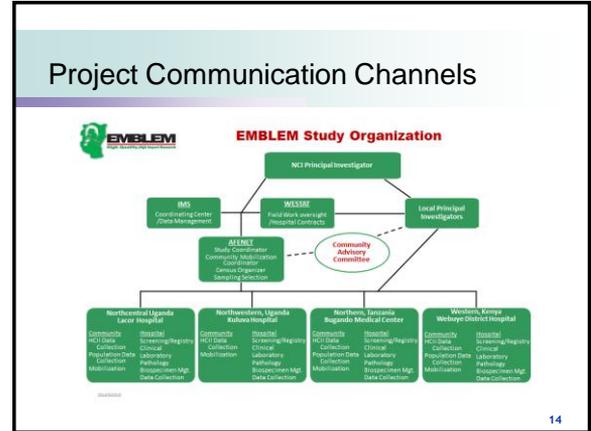
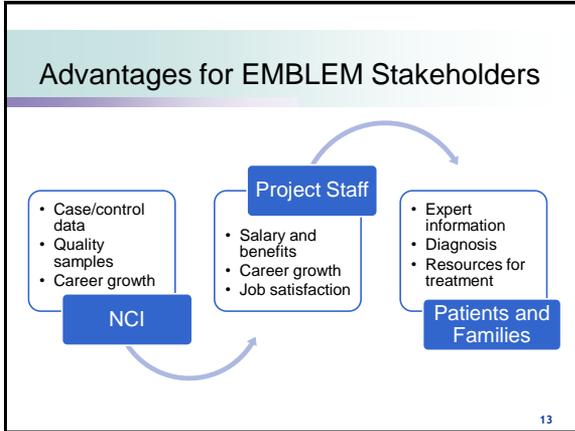
- An essential process in PM that includes the timely and appropriate generation, collection, storage, retrieval, and distribution of information about the project
- Encompasses 80% of the Project Manager's time; communicating with team members and other stakeholders to ensure the project's successful completion (on time, and within budget)



Project Communications Requirements

- Staff new to the team will need access to:
 - Procedures and operations manuals
 - Organizational charts and diagrams, showing reporting authority
 - Written position descriptions, outlining roles and responsibilities
 - Available copies of study documents
 - Information distribution methods
 - Access to study portals and other files with historical documents





- ### Summary
- Project management consists of many parts, all of which are guided by written documents
 - The project life cycle applies to parts of a project as well as the whole
 - Each team member's role is essential to the success of the team
 - Open, appropriate communications is one of the formulas for a successful project
- 15

