



## CONDUCT YOUR PhD PROJECT

### Context of the action

Professionalizing the conduct of a PhD project has become an important issue. Also, it is necessary to develop a "project culture" allowing them to develop their PhD project successfully.

### Expected contributions from training

➤ At the end of this training, doctoral students will be able to:

- Take ownership of the project management process and its tools in order to optimize the management of their PhD.
- Define a project management strategy for their PhD.

### Population concerned

- All doctoral students from all disciplines (first year priority).
- 16 doctoral students at most.

### Educational goals

- Become familiar with the vocabulary of project management.
- Know the scientific or technical project management method.
- Use the main appropriate planning tools to manage your project.
- Establish professional priorities compatible with personal goals.
- Acquire behaviors necessary for effective communication of your project.

## Program

### 9h00-10h30

#### ➤ **Frame and define the PhD project.**

- Round table and collection of participants expectations.
- The concept of project, the terms to know: standardized definitions.
- His/her project in 10 key points: Abstract, state of the art and impact, scientific and technical objectives, work packages and technical organization chart, milestones, deliverables, schedules, costs, risks, communication and exploitation of results.
- Workshops : practical exercise to formalize the framing note for your PhD.

### 10h40-12h30

#### ➤ **Pilot the PhD project.**

- Control of deadlines and progress of his/her project.
- Workshops: practical scheduling exercise (GANTT diagram) based on the handling of open source software (PC required).

### 13h30-15h00

#### ➤ **Manage your time effectively as part of your PhD.**

- Ranking priorities.
- Personal time and professional time.
- Principles and tools to better organize and optimize your time.
- Individual and collective application exercises to acquire the basic principles.

### 15h10-17h00

#### ➤ **Communicate within the framework of his/her PhD.**

- Basic communication skills.
- The different relational processes.
- Managing difficult situations.
- Role-playing games allowing the putting into practice of the skills to be mobilized.
- Training evaluation report.

## Teaching methods

- Alternating theoretical and methodological contributions (courses in French and / or in English, depending on the group).
- Illustrations proposed by the animator from real projects carried out, in order to explain the stages of the process and the tools relating to the project assembly phase.
- Exchanges between doctoral students on their concrete practices.
- The pedagogy will be participative, the methodological and behavioral aspects will be applied through exercises (in French / in English) and scenarios.

## Teaching aids

- Flip chart and video projector.
- Laptop computers (minimum 1 for 2 doctoral students).
- Delivery of a USB key containing an open source software (in English) application to install.
- Paper supports (educational support documents in French).
- A digital educational support is given to each participant (in French and in English).
- A French / English glossary on the vocabulary of project management.
- Bibliography.
- The training will be subject to capitalization in the form of a download web link.

## Organization of the training system

- Duration: 1 day.
- Rhythm: continuous.
- Proposed dates: Monday march 9 2020 (Pau), Tuesday march 10 2020 (Anglet), Thursday march 26 2020 (Pau).
- Location: Pau and Anglet.