AccessEd: Researcher Development Programme
Researcher Engagement and Reflection Log

Workshop: Research Project Management

Outline

This worksheet is designed for you to reflect on the key learning steps from the training workshop you attended and think about workshop learning outcomes in line with your learning portfolio.

We encourage you to make a note of your responses in a word document or otherwise, ensuring your record your reflections and consider what legacy this will have after the training has finished.

Consider the following actions that you might take in relation to this workshop engagement and reflection log:

- ✔ Consider sharing your reflections with your peers – Commonwealth Scholars and others
- ✔ How can you best record your notes and reflections to best suit your own individual style of learning?
- ✔ How might you use reflections from this worksheet log in the future to contribute towards learning in other workshops?

A. Self-reflection: Skills development

1. Rate your confidence in the following skills for success in Networking, which were covered during the workshop. Rate the skills from 1-5 (1 = least confident, 5 = most confident):

Communication	
Managing a project team	
Scheduling	
Risk management	
Cost management	
Task management	
Critical thinking	
Quality management	
Total (max: 40)	

2. Below is a list of different aspects of a project we discussed as part of the project management self-audit.

   Rate your perceived strengths in the following areas. This is helpful in understanding what further training opportunities you could pursue (1 = no expertise, 5 = high expertise):

	Design/scope/overall clarity of project and task breakdown/budget sign-off
	Data collection / primary research
	Access to stakeholders, experts, colleagues, supervisors
	Analysis, write-up, dissemination/impact plan
	Total (max: 20)

3. What was your biggest learning takeaway from the workshop?

4. How will you apply what you have learnt today to your research/studies, and how does it complement your learning portfolio?

5. What is one commitment you will make to building on one of the categories introduced as part of the training?

E.g.

Category: *Stakeholder and risk assessment*

Action: *I will judge the initial impact of 2 risks involved in a (research) project I am undertaking; I will make a judgement on whether this is high, medium or low; I will then commit to identifying two mitigations I am taking; I will then write out the contingency (back up plans) for these, making sure to make these realistic and achievable.*

Category:

Action:

B. Self-reflection: Learning in relation to Research Project Management

6. During training, we covered different techniques for time management (manictime.com / rescutime.com; Pomodoro app; Eat your frog; Email technique).

   Name:
   (a) One of these techniques that you will try, and;
   (b) Why you think this is appropriate for your known working style.

   (a)

   (b)

7. Pick one of the project management tools discussed during the training (Gantt chart; PERT Chart; Work Breakdown Structure (WBS); Kanban boards).

   a. Which one of these will you try and use in a future project?
   b. How will you use it and for which part of the project, if not all of it?
   c. Why is this method most appropriate for your specific project?
   d. How could you use a combination of these tools?

8. What are your techniques for data management? Relating to YOUR personal style of working, identify:

   (a) What the main risks or any gaps with your current data storage methods (e.g. lack of back ups? Passwords? The way you store notes?)
   (b) Pick one tool or approach introduced during training to try out (e.g. Zotero, folder naming structure)

9. Practice planning your next check point meeting with your supervisor, academic coach or mentor, according to the actions discussed during training:

   ARRANGE: Calendar invite with specific location
   SPECIFIC WITH TIME: 30 minutes or 2 hours needed?
   SEEK CLARITY: List of agreed actions {PERSON} will do {XYZ} by {DATE}
   FOLLOW UP: Email with thank you and list of actions

10. During training we discussed final tips e.g. preparing yourself for set backs and failing early. How do you commit early on to this happening?

C. Tools to takeaway: Research Project Management

Below is a list of further tools that can be used for research project management.

    (i)   Toolkit

ThinkWell's toolkit contains downloadable templates which are free to use, whether you're a PhD or a Masters student looking for guidance. These include:

- Thesis planner chart
- Six month planner (moveable and immovable tasks)
- Completion planner
- To do list
- Writing audit
- Meeting agenda

D. Further reading tip....

There are plenty of blogs out there where you can read all about project planning for your research degree.

How can you treat your PhD like a project

How project management techniques can improve research