**Project Management for Academia**

**and Industry Short Course**

**Description**

The **Project Management for Academia and Industry Short Course** is designed to equip postdoctoral fellows with critical organization, management and leadership skills, and enable a more successful transition into the workforce. The course was co-developed in 2017 by the co-chairs of the Postdoc Executive Committee and Project Managers from the Institute of Genetics and Genomic Sciences. It is currently co-directed by two postdoctoral fellows: Ashley Humphries, PhD and Nabila Founounou, PhD.

The course consists of four 1.5-hour modules taught by certified project managers and subject matter experts. We will also have an optional 30 minutes at the end of each module where attendees can practice implementing what they have learned with assistance from the project managers. Approximately 30 applicants will be selected from a competitive application process (see application form below) and all classes will take place in Annenberg 5-205 (Center for Innovation and Discovery Room). Slides for each module will be distributed to participants prior to each lecture, and mandatory follow-up surveys will be administered to collect feedback for improvements in subsequent years.

**Course Syllabus**

**Module 1. Project Management and Project Planning***– May 2nd, 9.00-10.30am (Optional 10.30-11.00am)*

*Instructor: Dara Meyer, Project Manager*

The module covers the definition of a project the role of a project manager. We will discuss project constraints and work through the life cycle of a project. Tools that can be used in project planning will be introduced and professional certification/training will be discussed.

**Module 2. Management Skills and Forming a Team** *– May 9th, 9.00-10.30am (Optional 10.30-11.00am)*

*Instructor: Neha Pannuri, Project Manager*

The module will cover professional management skills and forming a project team. Project charters, kick-off, RACI models, and team ground rules will be covered. This module also covers meeting facilitation, keeping on top of emails, and prioritizing tasks.

**Module 3. Relationship Management** *– May 16th, 9.00-10.30am (Optional 10.30-11.00am)*

*Instructors: Colin Bergin, Associate Director, Project Management and Irina Furman, Associate Director, Alliance Management*

In the first part of the module we will examine team development, how to manage the team, and discuss tips for addressing conflict. We will also cover delivering and receiving feedback and managing upwards. The second half will focus on alliance management in the context of industry and technology transfer, and the role of the alliance manager will be defined.

**Module 4. Grant Applications and Budgeting** *– May 23rd, 9.00-10.30am (Optional 10.30-11.00am)*

*Instructor: Peter Warburton, PhD, Associate Professor*

This module discusses grantsmanship and relevant terminology, grant submission at Mount Sinai, types of NIH grants, and program announcements. We will also cover budget planning and templates, mechanics of submission, tips for post-submission, and how NIH grants may contribute to your career trajectory.

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**Application Form**

**Applicant name:**

**Department:**

**Year started current position:**

**1. Please provide a brief description of your research (1-2 sentences)**

**2. What interests you most about the course? (max. 150 words)**

**3. Describe how the course will benefit your future career plans (max. 300 words)**