Project Management Form 1

Materials Graduate Studies - Initial Project Description PM Form

After discussion with your supervisor YOU should complete this form and associated Gantt Chart

Upload both PMF1 and Gantt Chart as a single pdf to the ‘Materials: PGR Progression’ on-line site in Weeks 0-1 of your second term – usually Hilary Term (4-year CDT students: Weeks 0-1 of your third term)

Name:

Title of project:

Supervisor(s):

In general terms describe the overall scientific objectives of your project. (Do not put in much detail at this stage.)

For the next 6 months of your project:

What are your major objectives?

What research training will you need (eg. specific experimental equipment, software etc.) and how are you going to obtain that training?

What resources will you need (equipment, materials, technician support etc. ) and are they available?

What transferable ‘career skills’ training have you agreed with your supervisor it is appropriate for you to undertake (the equivalent of approximately 100 hours per year in years 1-3 is expected)?

Now complete a Gantt Chart for your project.

Your signature: Your supervisor’s signature:

Date: Date:

**You may find it helpful to first construct a Work Breakdown Structure**

There are also some helpful prompts in the MPLS ‘Training Needs Analysis’ guidance and the MPLS ‘Project Initiation Plan’, both available via the ‘[Career Development & Training](https://www.mpls.ox.ac.uk/training/pgr/what-training-do-i-need)’ pages of the MPLS website.