

PROJECT MANAGEMENT

A Project Management scheme is included in our graduate programme structure. This allows and encourages you as the student to take responsibility for the successful outcome of your research by assessing expectations and progress throughout the duration of your programme (see the 'project management form' entries in the relevant timeline provided via Appendix XII. Guidance can be found at

<http://www.materials.ox.ac.uk/teaching/pg/pgprojectmanagement.html> and the Project Management Form templates are available on the '**Materials: PGR Progression**' site. The scheme will enable you to flag up any concerns you might have that your research is not keeping to schedule, so that your supervisor(s) and, if necessary, the Graduate Studies Committee can consider whether to take remedial action. **If you are expressing such concerns on a particular Project Management Form, you must also send a short e-mail to the Director of Graduate Studies to warn him of this.** He will then consider your Project Management Form as a priority matter. In all other cases unless we become concerned over your progress your PMFs are reviewed only by you and your supervisor(s). You upload most of your project management forms to the Materials: PGR Progression site in weeks 0-1 of HT and at the start of the 'Long Vacation' (in July). Integral to each PMF is a 'training needs analysis' and appended to your PMF there will always be an updated Gantt Chart. NOTE: The Gantt Chart should always show a timeline for your WHOLE DPhil.)

It is compulsory that you attend the Project Management workshop on Friday of Week 4 MT during which initial training is provided and the workings of the scheme will be explained. In advance of this workshop you are requested to prepare a first draft of your Project Management Form 1 (excluding the Gantt Chart where there will be specific training). To enable this you will need to discuss your project, its overall scientific objectives, your objectives for the next six months, your training needs, and your resources needs with your supervisor. There are some helpful prompts in the MPLS Division's '[Project Initiation Plan](#)' and '[Training Needs analysis documents](#)'.

Experience of basic project management, a useful generic skill, is valued by graduate recruiters, and for those of you who remain in academia Gantt charts are often a requirement when academics apply for research funding.