

Research Project Management – Methodology & Tools

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Research Project Management
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Agenda

- Background
- RPM Website
- RPM Methodology
- Overview of Project Management Resources – Tools, Templates, and Educational resources

- During the development of the VPR's Strategic Research Intensity Plan in 2013, a number of initiatives were identified to assist the Researchers with respect to designing and implementing improved business processes to improve the researcher's experience in applying for, contracting and eventually conducting their research.
- In parallel the VPR office was receiving feedback from funding partners, both Industry and Public Sector, that there were expectations that deliverable based research projects should be managed with a more disciplined approach and that there was a greater need for enhanced project management in the larger and more complex projects. (i.e. ACOA-AIF, NSERC CRDs, Industry Sponsored Research Projects, etc...)
- The VPR portfolio redeployed a number of existing resources to address these two main themes with the objective of:
 - Providing the Memorial University research community with an enhanced End to End Solution to automate the electronic submission and management of Research Proposals and Ethics Submissions. This initiative consisted of supplementing MUN's Current ROMEO deployment by implementing the ROMEO Researcher Portal
 - Repositioning the Major Research Project Division (MRP), which had previously been solely focused on supporting the Post Award Activities for ACOA-AIF projects, to provide more Pan University Project Management Services to the Memorial University's Research Community

Research Project Management (RPM) at Memorial



- Memorial University offers project management guidance and support services, *on an optional basis*, to all research projects university-wide.
 - Project management tools, templates, and processes to aid researchers in the management of their research projects.
 - *At the discretion of the Principal Investigator*, provide training to researchers on project management strategies
 - Key initial step was the development of a methodology for the introduction of project management processes within the MUN research projects.
- Design of methodology based on:
 - Project management experience in industry, commercial and academic settings.
 - Understanding of a research project lifecycle in an academic setting.
 - Research into how other North American Universities are approaching Research Project Management.

<https://research-tools.mun.ca/rpm/>



Welcome to Research Project Management

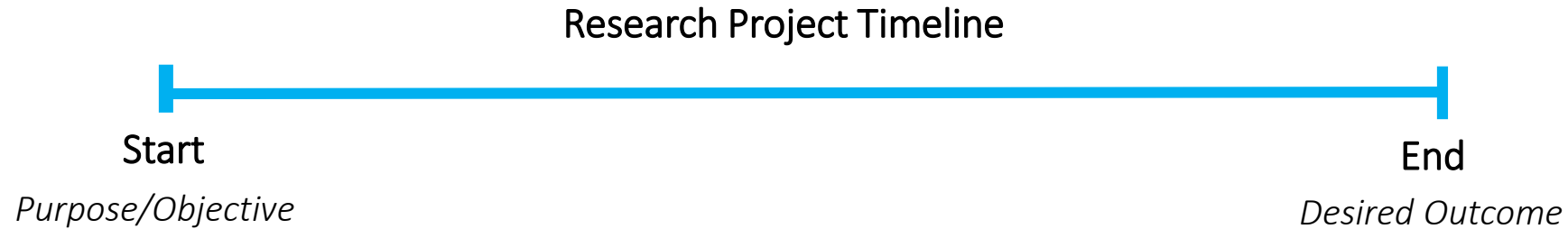
This site offers Research Project Management (RPM) guidance and support services for research projects university-wide. The RPM approach utilizes a custom Research Management Methodology to provide support services, including: common tools, templates, processes, and learning resources to aid Memorial University researchers in the planning and delivery of their research projects. Furthermore, if requested, RPM training is available to Principal Investigators (PIs), project managers, and research team members on project management strategies. These support services will be available to the Memorial's research community throughout the life of their research projects regardless of the nature of the research.

For a more detailed introduction to Project Management, please view the 'Introduction to Project Management' video. Researchers are also encouraged to review 'A Project Management Guide for Researchers' which is an educational guide that introduces the concept of project management and helps communicate the potential value that project management can add to research projects.

RPM Website – Research Project Lifecycle



RPM Methodology - Research Project Perspective



Resources Required:

- People
- Equipment/Materials
- Facilities

Resources required and project timeline determines the project budget



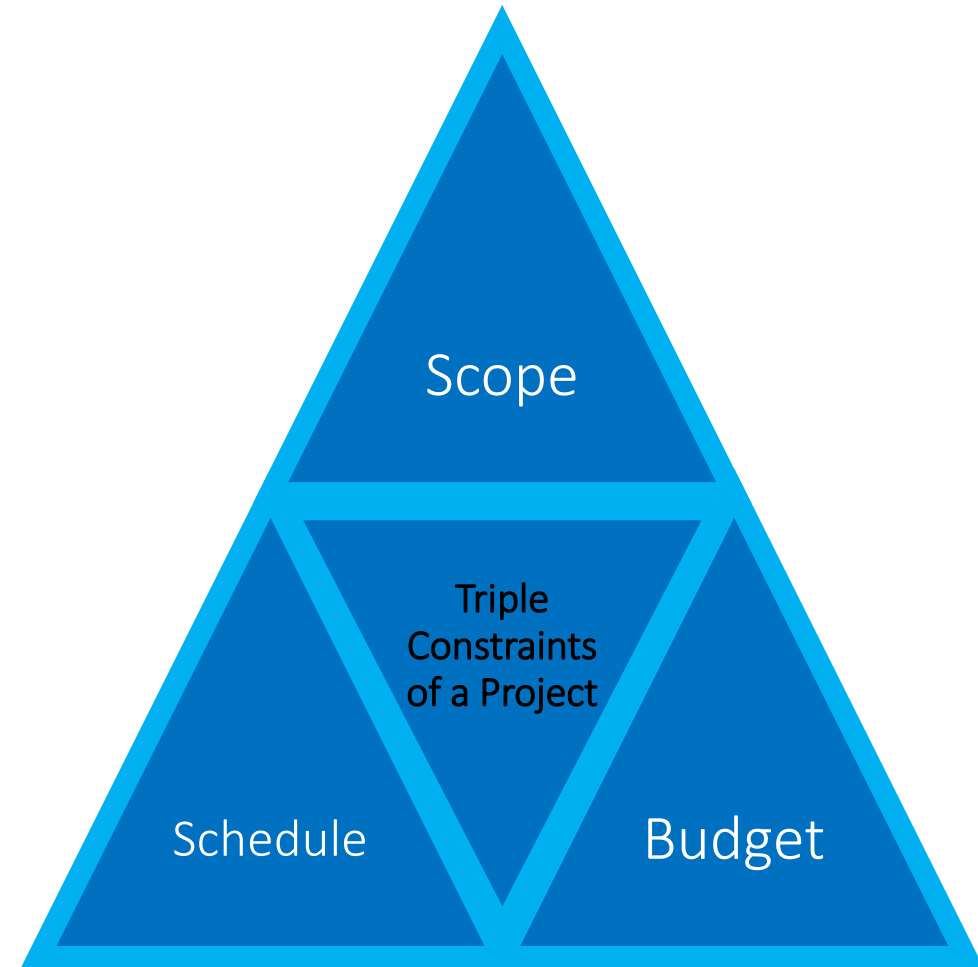
Management of Resources

Produce desired outcome or maximize project outputs and results

- Develop new technology
- Publications
- Train HQP
- Submit thesis

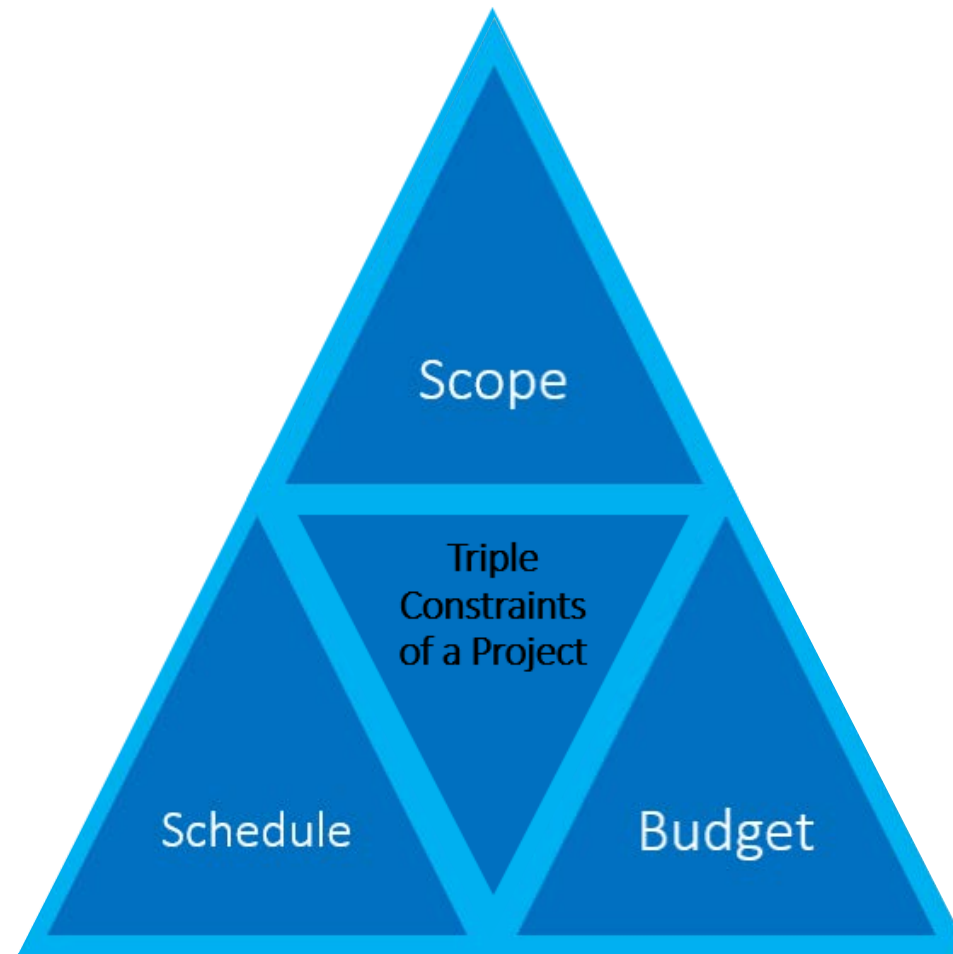
Key Aspects of a Project Management:

- Initiating
- Planning
- Executing
- Monitoring/Controlling
- Close-out

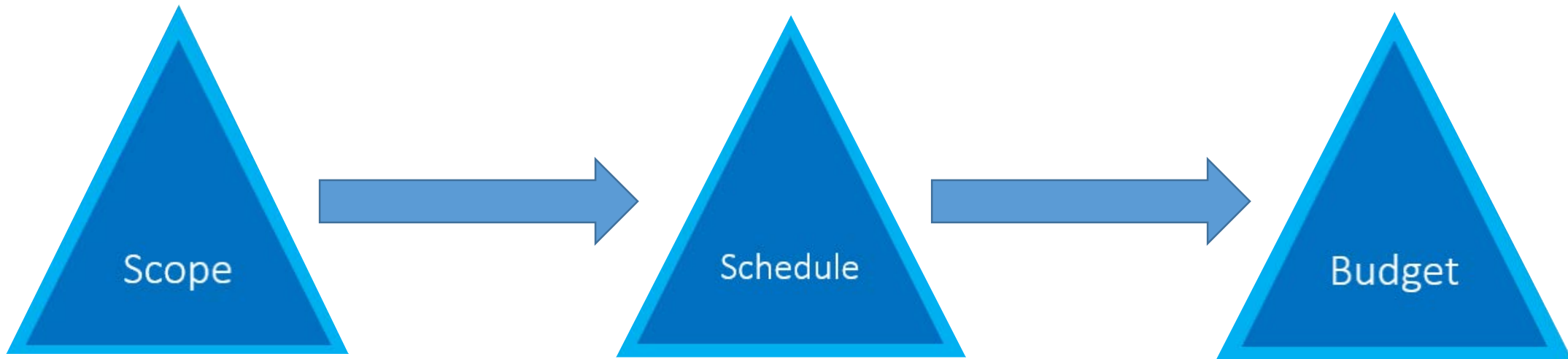


- Video - Introduction to Project Management
- Purpose:
 - Introduce the concept of project management and help communicate the potential value project management can add to a project.
 - Overview what a project is, and its key characteristics, outline what project management is, and provide a rationale to its potential importance or value to a research project.

- Tools, Templates, and Educational Resources:
 - Microsoft Office based – Excel/word
 - Designed to act as foundation for project management processes
 - Scale up or down based on project requirements
 - All templates have an associated User Guide (Manual)
 - Training Videos prepared for Scope, Schedule, and Budget Templates



Key Project Management Tools and Templates



- Define Scope
- Break research down into more manageable components

- Estimate activity durations
- Sequence activities
- Develop schedule

- Estimate project costs
- Develop Budget
- Plan project financing

Planning a Research Project Budget:

- Review budget planning templates
- Review budget planning template user guide

- Website live in December 2017
- Ongoing Educational Sessions
 - Individual Projects
 - Graduate Students

Thank you
Questions?