

Project Management

Project planning



WWW.PHDCOMICS.COM

[source: "Piled Higher and Deeper" by Jorge Cham
www.phdcomics.com]

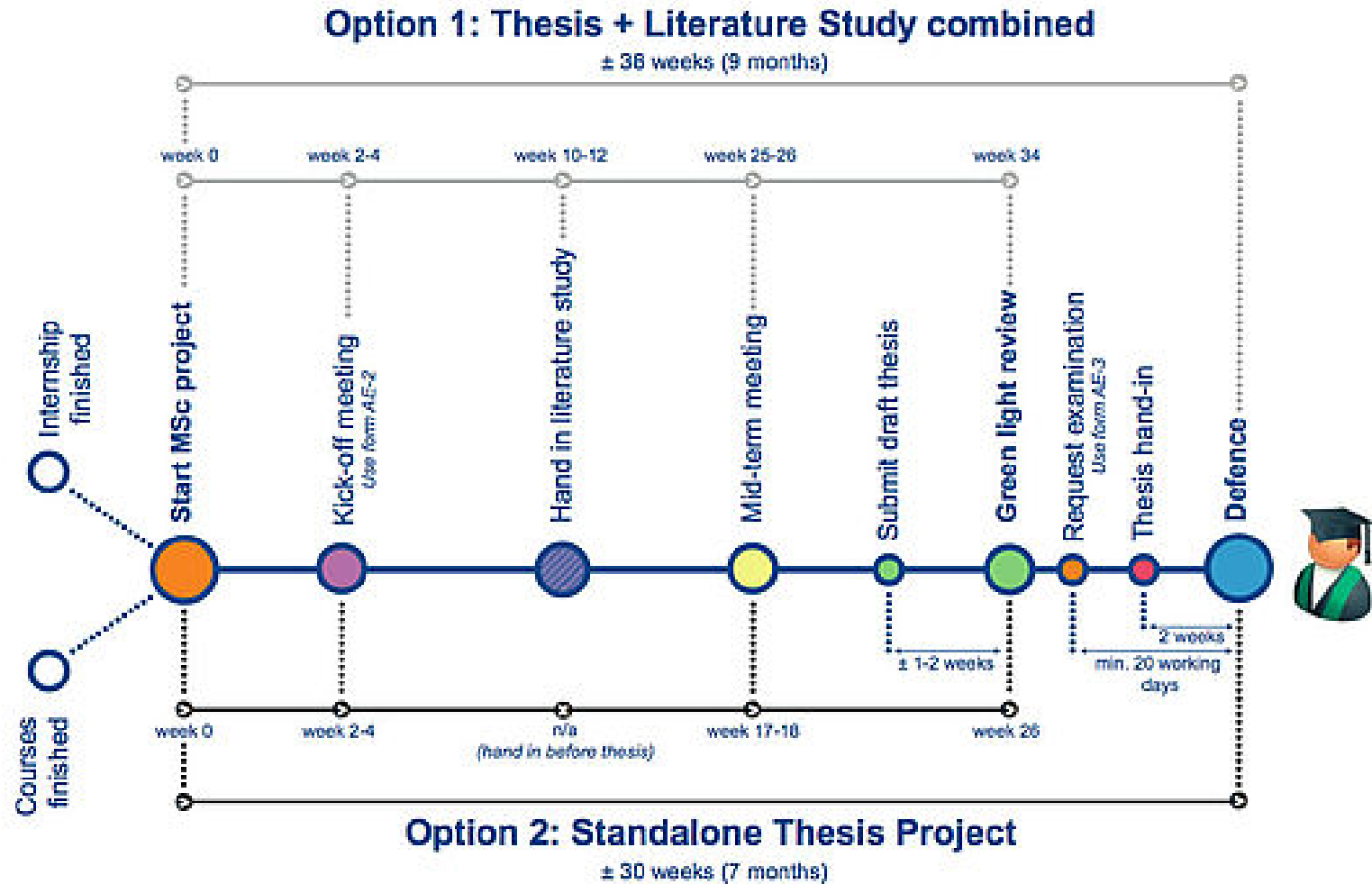
Key ideas for this week

- How do I plan my thesis research?
- How do I manage my managers a.k.a. my thesis advisor?
- What does the thesis process look like?
- How long should a thesis take?
- Why should I have progress meetings and how should they be organized?
- How do I give feedback?
- What do I do with feedback?

MSc Thesis is...

- Your proof of workmanship that you can work as a semi-independent engineer
- And therefore it is expected that you:
 - Take responsibility for your work
 - Have initiative to get the work done
 - Are in control of your work and its progress

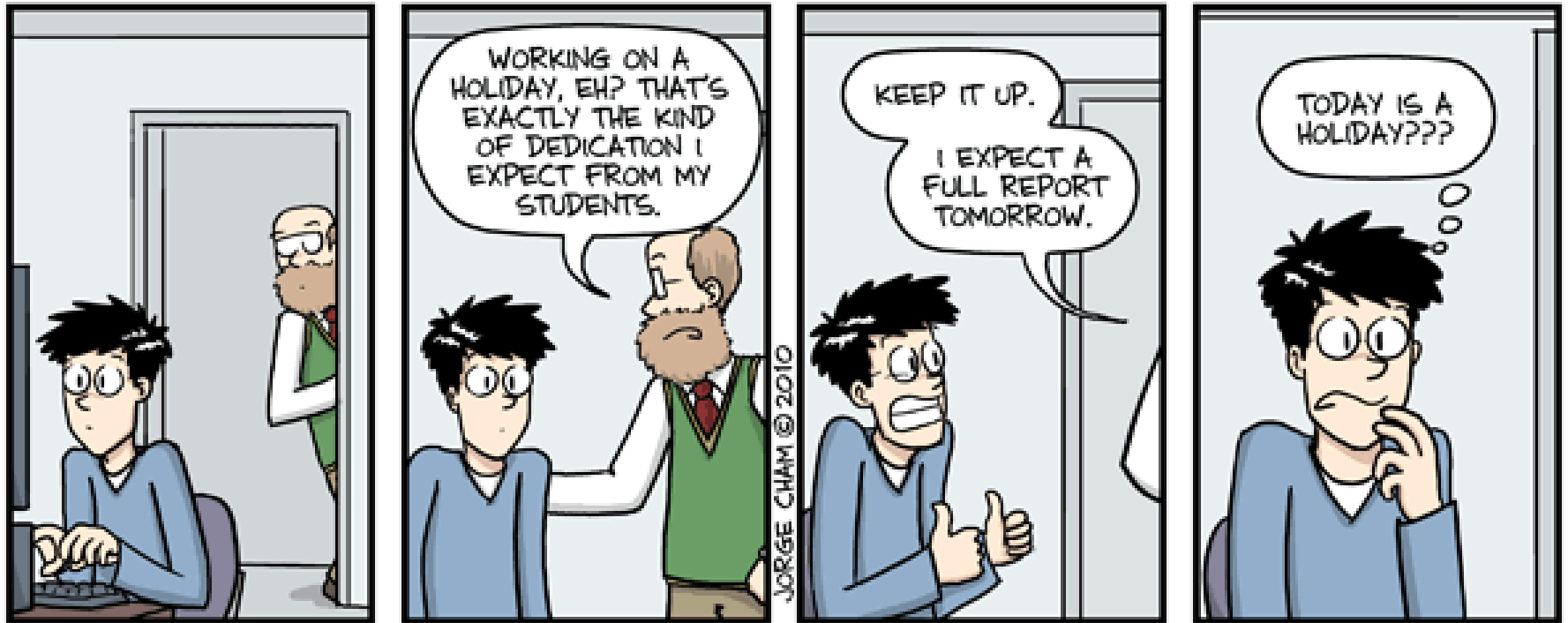
MSc Milestones



Thesis Process: how to keep it structured?

- Make a good planning chart – use model as starting point
- List dependencies in planning so you can see where delays can occur
- Plan some contingency
- Get agreement on your proposed planning from your supervisor
- If you have not finished all your courses plan them in too!
- Do not forget to also plan in mandatory holidays, your own holidays, and other activities etc. (and realize that they do not count in the 7 months!)

Build in free time!



WWW.PHDCOMICS.COM

[source: "Piled Higher and Deeper" by Jorge Cham
www.phdcomics.com]

Keeping track of progress

- Have regular meetings with your supervisor
- Plan next meeting with your supervisor at last meeting
- Keep minutes of meeting and send them out
- Keep a logbook and also log informal meetings and all the hints & tips you receive!



SMART Principle

When writing your plan or giving feedback keep the SMART principle in mind!

- **SPECIFIC** – What, where, who, why, which?
- **MEASURABLE** – how much, how many, how will I know I am done?
- **ATTAINABLE** – How can it be accomplished
- **RELEVANT** – Is it relevant for my goal or just interesting?
- **TIMELY** – Can it be done in allocated time?

How to give feedback?

- First say what goes well
- Give suggestions for improvement
- In both cases: be specific!!
 - What did you observe?
 - What was the effect?

Guidelines for feedback

What do you observe

- I see, I hear

What is your interpretation

- I think

How does this behaviour make you feel

- I feel

Suggest possible ways to improve

- I would ...