



The Southern African Research and Innovation Management Association (SARIMA) in partnership with the South African Nuclear Energy Corporation (Necsa) and The AURUM Institute (AURUM) is proud to announce a skills training workshop on:

Enhancing quality and productivity: Project management for research managers in scientific research laboratories and institutes

When:	26-27 March 2012
Programme:	Please see the programme below
Where:	The Farm Inn Country Hotel, Pretoria, South Africa
Registration Fee:	R1000-00 per day for members and R1200-00 for non-members (Vat inclusive, travel and accommodation cost excluded).
Registration Procedure:	Please complete the registration form and send it to Lorraine Smith at lorraine@sarima.co.za no later than <u>13 March 2012</u> . An invoice will be sent to you as soon as your registration form has been received.
Programme Enquiries:	Dr Karin Dyason, karin@sarima.co.za or 082 820 3500

Workshop description: This workshop will provide, on the first day, an introduction to concepts of project management and the role of the project manager, project management methodologies, project management tools and methods and an introduction to software to assist with project management. It will also cover basic budgeting principles and practices. Day one will conclude with a session on project portfolio management offering insight on how to collectively manage a group of current or proposed projects.

On day two case studies dealing with a project management system, the stage-gate methodology in project management and commercialisation of research projects will be presented and discussed. The second day will conclude with a discussion on the needs and challenges of research managers in scientific research laboratories and institutes and will pave the way for future SARIMA initiatives.

The number of participants will be limited in order to facilitate discussion.

Target audience: The primary target is research managers in science research laboratories and institutes. The workshop might also be of interest to research managers at science councils.

Accommodation and transport:

Delegates are responsible for their own travel and accommodation arrangements. The following are accommodation options:

The Farm Inn: Tel +27 12 809 0266; e-mail: farminn@farminn.co.za

Foundry Guest Lodge: Tel 083 431 3455; e-mail info@foundryguestlodge.co.za

The following shuttle services can be contacted for transfer to and from the airport:

Bes Bester: 0824920823 or best.shuttle@yahoo.com

EZ Shuttle: 0861397488 or info@ezshuttle.co.za

Programme:

DAY 1	26 MARCH 2012	<i>Facilitator: Prof Peter van Eldik, SARIMA</i>
8:00-9:00	Arrival and registration	
9:00-09:30	Word of welcome from SARIMA	Prof Peter van Eldik, SARIMA
	Workshop purpose and introductions	Dr Karin Dyason, SARIMA
09:30-10:30	Session I: Introduction to Project Management <i>Definitions and characteristics of a project, project manager and project management; project management methodologies, introduction to project management tools.</i>	Dr Therina Theron, Stellenbosch University
10:30-11:00	Tea Break	
11:00-12:30	Session I: Introduction to Project Management (continue)	Dr Therina Theron, Stellenbosch University
12:30-13:30	Lunch	
13:30-15:00	Session II: Basic budgeting principles for research projects <i>Purpose of a project budget, components of a project budget, important budgetary considerations, environment specific considerations.</i>	Stephanie Venter, AURUM Driekus van der Westhuizen, Necca
15:00-15:30	Tea break	
15:30-17:00	Session III: Advanced topics of Project Management <i>Session III-A: Project portfolio management</i>	Dr Giel Bekker, University of Pretoria
18:00-20:00	Cocktail and networking function	

DAY 2	27 MARCH 2012 <i>Facilitator: Dr Cassie Carstens, NECSA/SARIMA</i>	
8:00-9:00	Registration	
9:00-11:00	Session III-B: <i>Managing applied chemistry projects using a Business Process Management System</i> Case study presented by NECSA in the application of an all-inclusive computer based project management system developed in-house.	Driekus van der Westhuizen, NeCSA
11:00-11:30	<i>Tea Break</i>	
11:30-12:45	Session III-C: <i>Commercialisation of research projects</i> Theory and case study	Nicki Koorbanally, Meraka Institute
12:45-13:45	Lunch	
13:45-15:00	Session III-D: <i>Applying the stage-gate methodology in project management</i> Case study	Dr Louwrence Erasmus, University of Pretoria
15:00-16:00	Session IV: Challenges and needs of Research Managers in scientific research laboratories and institutes (a) Participants will be requested to complete a feedback form and to make recommendations on how to improve the workshop content in future. (b) Participants will be engaged in a discussion to identify and prioritise their challenges and training needs as research managers and how SARIMA can play a role in addressing these needs. (c) Summary and the way forward	Facilitator: Dr Cassie Carstens, NeCSA
16:00-16:10	Workshop closure and departure	