19th Young Researchers Meeting

10 and 11 June 2021

University of Bern

UNIVERSITÄT BERN

OESCHGER CENTRE
CLIMATE CHANGE RESEARCH

Project management and productivity

How to manage projects in science and industry, and how to be productive in writing and programming

How can I apply project management techniques to my research project? How can I boost my productivity in writing about my science, or by avoiding pitfalls when conceptualizing a quantitative analysis? How can I improve my self- and time management?
The YRM 2021 provides general concepts and tools to stay on top of things, as well as concrete exercises and tools for your daily business. You are invited to delve into two of the three offered workshops: Project management for science, Productivity in writing, and Productivity with IT tools. Also, you will be guided towards effective self- and time management. To conclude, reasearchers who are professors, parents, directors, panel members and farmers at the same time will tell you how they reconcile all these roles and tasks.

PROGRAM (SUBJECT TO CHANGES)

Thursday, 10 June 2021

10:15 – 10:25	Welcome and introduction
10:30 – 11:30	Overview 1 (Philipp Mayer) **Writing productivity - Get started, keep momentum, finish in time**
11:30 – 12:30	Overview 2 (Denniz Dönmez) **Project management in a nutshell**
12:30 – 14:00	*Lunch break*
14:00 – 17:45	Parallel Workshops 1, 2 and 3 (Alex Kashev, Philipp Mayer, Denniz Dönmez) **Science IT for productivity** **Writing productivity** **Project management - a tool box for scientists** *Coffee break included*

Friday, 11 June 2021

08:45 – 12:30	Parallel Workshops 1, 2 and 3 (second assignment) *Coffee break included*
12:30 – 13:30	*Lunch break*
13:30 – 14:30	Keynote (Sandra Bajus) **Incentives and tools for effective self- and time management**
14:30 – 15:40	Short inputs and panel discussion (Angela Wade) **How to keep all juggling balls in the air: what it takes to reconcile conflicting roles and tasks in science and personal life**
15:45	*Closure*

MORE DETAILS ON THE MEETING PROGRAM

Please bring your own laptop. You will be informed about potential software installation and accounts after registration.

Overview 1: Writing productivity - Get started, keep momentum, finish in time

This overview talk touches on aspects of being productive when writing research articles. The speaker structures the writing process (or workflow) in four stages. In addition, he presents tools and techniques to accelerate the process.

Philipp Mayer has a PhD in Forestry and holds a certificate in writing consultations form the Zurich University of Applied Sciences. He is a lecturer at ETH Zurich, Univ. Zurich and Univ. Basel, and he is an independent consultant with science-textflow.ch. Drawing on his experience, he wrote a book comprising 300 tips for scientific writing.

Overview 2: Project management in a nutshell

The planning and management of projects is highly complex, which is particularly the case in science. Project management includes techniques to allocate, use, and monitor resources to achieve a goal within a given period. Based on international best practices and industry standards, fundamental project management concepts and principles are presented in the overview, and subsequently transferred to a scientific setting.

Denniz Dönmez has broad professional experience in implementation and development of projects across diverse industries, including academic settings. He holds a doctorate in Management, Technology, and Economics from ETH Zurich, as well as degrees in Electrical Engineering (TU Munich), Technology Management, and Economics (LSE). As a leader for Data Analytics & AI, Denniz supports six teams at Swisscom in the establishment of structures for self-organization. He regularly conducts trainings and workshops on related topics (www.enablingstructures.com).

Workshop 1: Science IT for productivity

In this workshop, we'll cover some common problems and best practices for writing software. Importantly, this is not limited to the writing the code itself - many other development activities have a direct impact on productivity. Learn to specify, write and document clean and maintainable code.

Alexander Kashev is a support specialist and lecturer with Science IT Support (ScITS), a unit withing the Mathematical Institute of the University of Bern. ScITS offers research IT and data science consultancy, support and training. Alexander has a PhD in computer science and a background in mathematical logic.

Workshop 2: Writing productivity - Get started, keep momentum, finish in time

The workshop on writing productivity takes on the overview lecture and adds tools, interaction and exercises. Concretely, we explore the four stages of the writing process and test various writing techniques. We also explore self-sabotage, self-management, and productivity habits.

Workshop 3: Project management - a tool box for scientists

The workshop takes on the overview. Group work and exercises will cover topics and tools for SWOT analyses, stakeholder management, and work break down structure. In addition, inputs regarding agile project management in a science context will be given.

Keynote: Incentives and tools for effective self- and time management

Time management is about managing our private and professional tasks to meet deadlines, deliver results and to create impact without losing the focus for individual aims and visions. To develop time management skills in a scientific environment inherits special challenges, since research is fundamentally exploratory, and often unpredictable. This keynote will provide common time management techniques. Participants will learn how to set priorities, design the day, plan a week and reflect individual habits and preferences. Further, the training will help to handle disturbances and how to deal with procrastination.

Sandra Bajus is a coach and workshop leader with experience both in scientific environments and the private sector. She has diplomas as a Federal Sports Instructor from ETH Zurich and in Psychology from the University of Zurich. Sandra has specialized in human performance optimization combining latest findings from psychology and neuroscience with practical methods and techniques**.**

Short inputs and panel discussion: How to keep all juggling balls in the air

In the final session, senior researchers give their views on managing science and life. This is about supervising, human resources in general, project acquisition, finances, reporting and controlling, strategic thinking, and, of course, delivery of products on time.

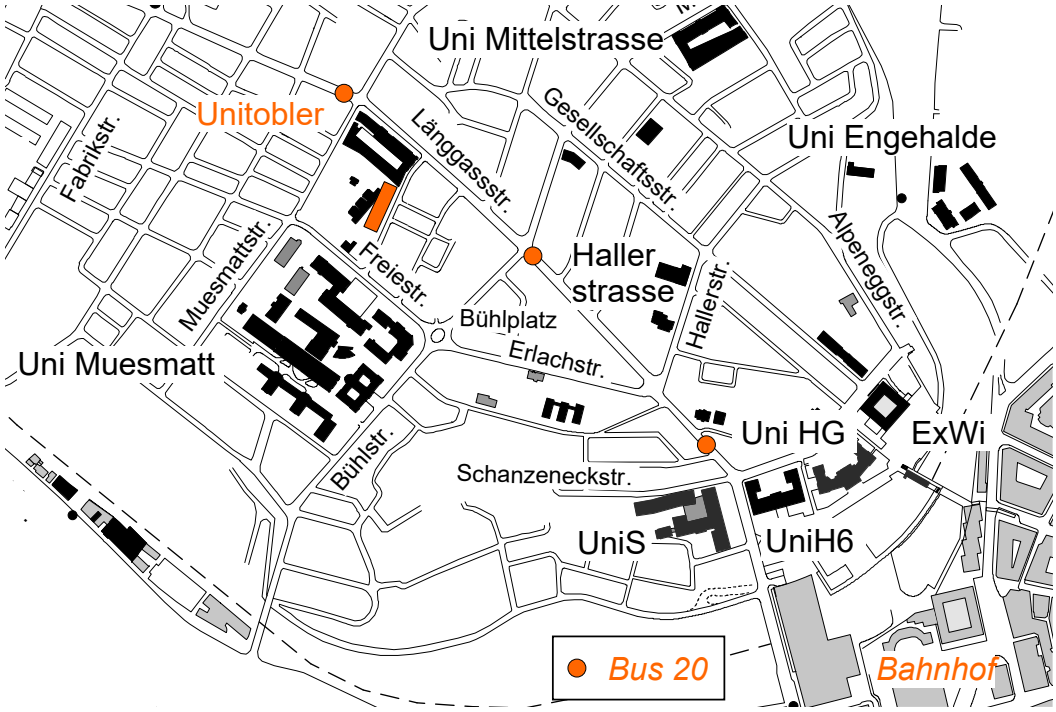
REGISTRATION

Please register online at
www.oeschger.unibe.ch/yrm

Deadline for registration: Sunday, 16 May 2021
The number of available places is limited to 27.
Please note cancellation costs after Sunday, 16 May 2021 are 100 CHF if no replacement is presented. Cancellation costs do not apply in cases of health or family emergency. Deadlines to submit a thesis or a paper and other workshops / conferences, however, are not considered as a case of emergency.

VENUE

University of Bern, Unitobler, Lerchenweg 36, 3012 Bern



Meals: We aim to provide lunches and coffee breaks if the situation allows. Please note that we will opt for vegetarian food, if possilbe, but not necessarily vegan, depending on the available caterers and their offers.

Costs: The costs of the meeting (lunches and teaching material) are covered by the Oeschger Centre for Climate Change Research. Reimbursement of travel expenses must be organized through the individual projects / research groups.

DISCLAIMER

The program is subject to change due to the transient pandemic situation and the regulations by the University of Bern. Please be ready for adaptations on short notice.