

# THE IN-HOUSE TRAINING COMPANY

## R&D project management

### Introduction

Often engineers working in a technical role in R & D become 'accidental project managers', thrown into managing projects. R&D projects face different challenges compared to other types of projects and a 'one-size-fits-all' standard methodology for project management may not be the best approach. This course focuses on the tools from the project management toolbox that are most useful in R&D, and the relevant aspects of the core project management tools.

The workshop will cover the key topics for successfully managing R&D projects, including:

- Introduction
- Characteristics of R&D projects
- Types of R&D projects
- Definitions and concepts
- Stakeholder management
- Roles & Responsibilities
- Scope/Requirements
- Business justification
- Project phases
- Convergent and divergent thinking
- Project Planning
- Risk & Opportunity Management
- Project Completion and Review

### Training objectives

This workshop is aimed at project engineers and project managers working on Research and Development projects. It is suitable as an introduction for those new to project management, or as a refresher for those with some project management experience. It will cover key definitions and concepts, including engaging with stakeholders and managing projects through phases. The focus will be on a practical approach to effectively manage projects day to day, particularly getting started, planning, communications and risk management.

The principal learning objectives of the workshop are for delegates to:

- Better manage an R&D project to time and cost
- Understand key project management tools and techniques
- Make a greater contribution as a project team member

### **Course format**

This R&D project management training course can be delivered face-to-face as a two-day course, or online as two full days or four half days. The training materials use a variety of discussions, individual exercises, group activities, videos and quizzes. Slides and handouts are provided in pdf form for future reference. There are four sessions per day, of around an hour and half each, separated by coffee and lunch breaks.

## **Expert trainer profile – Jean Billingsley**

Jean's mission as an innovation catalyst is to improve written communications, foster collaboration, and nurture creativity, ensuring her clients thrive in a competitive market. Jean is a highly qualified (BTech MBA CEng FIMechE CEnv CMgr FCMI) and experienced independent consultant, specialising in technical writing, specifications and project management.

She established her consultancy business in 2012 after more than 20 years in corporate roles. She provides training and consultancy services, including designing and delivering training, and has been an associate with The In-House Training Company and Maximum Performance since 2023.

Before moving into training and consulting, Jean was R & D Programme Manager for Alstom Power's Industrial Steam Turbines. Her project team developed the GRT new product family of industrial steam turbines. Prior to that, she was Business Manager for Alstom Power's Technology Centre, responsible for large industrial gas turbine engineering programmes with a £10 m budget.

Her early career was with Rolls-Royce, in a range of roles from graduate trainee to Manager Trent Packaging. She was responsible for the Industrial Trent Genset engineering, providing in service engineering support and design of new Trent generating set packages. She led a technology transfer, introduced design processes for the packaging activity, and managed a department of engineers and led a wider team across four sites.

Her charitable and voluntary work has included two years as a volunteer with VSO in the Philippines; Trustee and other roles with the Institution of Mechanical Engineers; and District Governor with Rotary International.

Jean has delivered training to a wide range of organisations across different industries including power, rail, automotive, defence, pharmaceutical and public bodies. She focuses on communication, collaboration and creativity skills, and is based in Cheshire.

### **Jean's qualifications include:**

- An honours degree in mechanical engineering and an MBA
- A Chartered Engineer
- A Fellow of the Institution of Mechanical Engineers
- A Chartered Manager and Fellow of the Chartered Management Institute

She is the author of the book So What? Effective Writing for Engineers, published in 2017.

### **Feedback**

- “Clear and precise in delivery, of course.”
- “Very well-informed and personable. Tailored the content to our needs as she went along.”
- “Very clear presentation. Engaging and informative.”
- “Friendly and very professional.”
- “She was great!”

### **Any questions?**

**Please just give us a call on 01582 463463 – we’re here to help!**

**Or visit [www.theinhousetrainingcompany.com](http://www.theinhousetrainingcompany.com)**