



Project Management

The New to R&D Grant aims to increase your long-term R&D capabilities by supporting capability development activities that involve either:

- increasing the R&D-related human capital expertise within the business organisation via training, coaching, or advisory, OR
- setting up systems, processes or operations that enable R&D to be undertaken more efficiently and effectively.

Developing capability in Project Management will help you plan, prioritise and manage the tasks required to complete your project within the agreed deadlines and budgets. R&D project management is more complex due to the uncertainties associated with R&D projects which make it harder to plan budgets, resources and schedules.

Developing project management skills will help you understand the complexity, uncertainty and critical risks associated with your R&D project environment. Your project requirements, including resource requirements, capacity and budgets, may evolve as the project progresses, and your business must be agile and flexible to adapt to those changes.

Key activities can include learning about and/or setting up systems for the following:

- Budget management to keep the project within budget
- Resource management to ensure that you allocate resources in a way that maximises their utilisation and minimises wastage.
- Communications management to identify your key stakeholders and keep them informed.
- Roadmaps to help you visualise the tasks you need to complete throughout the project life cycle.
- Periodic reviews to monitor the progress of your project periodically against customer input, available resources and schedules.
- Documentation of knowledge including project progress; budget, resource or schedule changes and why you made those changes, customer feedback and communication to key stakeholders.
- Risk management to identify risks and put a risk elimination or mitigation plan in place.

Potential risks of not applying project management skills:

- Budget overruns or insufficient funds to deliver the entire project
- Resources are not utilised efficiently
- Miscommunication or information voids that could jeopardise the success of the project
- Late delivery, insufficient resources and other unforeseen consequences
- Lost knowledge due to poor documentation
- Lack of proper planning can lead to the failure of the project.

Potential Capability Partners and Useful Resources

Below you'll find some potential capability development courses and providers plus some useful resources. If you know of suitable providers through your networks or have existing working relationships with providers, please feel free to discuss using them with your Funding Engagement Specialist. We make every reasonable effort to keep this information current and accurate, as a starting point to help you build capability within your business, however it is provided for your convenience only and should be taken as neither an exhaustive list of providers nor as an endorsement of those organisations represented.

The Ministry of Business, Innovation and Employment does not accept responsibility for the quality, content, delivery, or outcomes of providers, and does not accept liability for any loss or damage which may directly or indirectly result from any advice, opinion, information, representation or omission, whether negligent or otherwise of the providers listed here.

Capability Development

Provider	Programme Title or Description	Services	Link
Delytics	R&D Project Management Training	Training Coaching Mentoring	click here
Insead Executive Education	Strategic R&D Management	Distance Learning course	click here
MIT Executive Education	Managing Complex Technical Projects	Online Course	click here
PRINCE2/ ILX Group	PRINCE2 (PProjects IN Controlled Environments) - a process-based method for effective project management.	Online Classroom Virtual Learning	click here
The In-House Training Company	R&D project management	Two-day workshop	click here
The Institute of Management New Zealand	Project Management Fundamentals	In-person (Wellington, Auckland) and virtual courses	click here
University of Auckland	Project Management	Two-day course (Auckland)	click here

Topic Resources

Source	Title/ Description	Link
American Society for Biochemistry & Molecular Biology(ASBMB)	[Article] How to manage an R&D project	click here
Book by Lory Mitchell Wingate/ Amazon	[Book] Project Management for Research and Development (Best Practices in Portfolio, Program, and Project Management)	click here
Chron.com/ The Houston Chronicle	[Collection of Articles] Essential Components in Managing an R&D Project	click here
R&D Today	[Article] Are These the Best Tools for R&D Management?	click here
R&D World	[Article] Five simple ways to improve project management processes for your R&D team	click here
Triskell Software	[Blog post] R&D Project Management: key elements and best practices	click here