



UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Productivity tools for (young) researchers

2122-DOTT-MOD17

Title

Productivity tools for (young) researchers

Teacher(s)

Dott. Andrea Mangiatordi, University of Milano Bicocca

Ing. Roberto Richero, PMP & SAFe Agilist

Language

English

Short description

The course main objective is to introduce participants to some productivity tools and techniques that are either closely related to academic work (i.e., managing a personal reference library and staying on top of it) or general-purpose project management techniques, including decluttering tips and a review of personal productivity methods.

Pre-existent, unstructured knowledge of the topics of the course will be turned into solid and interconnected understanding of how cloud-based tools can support everyday research activities and basic data management to

decrease the risk of (excessive) redundancy in personal information management. Participants will also acquire basic Project Management knowledge based on the most widespread international standards.

Participants will learn how to

- think about their projects with a method;
- build their own reference collection;
- plan and prioritize their activities;
- monitor the advancement of activities

Target audience: PhD students from any Department and branch of the School.

Participants (min/max): 5-20

CFU / Hours

CFU: 1,5

Hours: 12

Teaching period

24/11/21	9.30 am – 12.30 pm	RIELab U16 – 4 th floor
01/12/21	9.30 am – 12.30 pm	RIELab U16 – 4 th floor
15/12/21	9.30 am – 12.30 pm	RIELab U16 – 4 th floor
22/12/21	9.30 am – 12.30 pm	RIELab U16 – 4 th floor

