



UNIVERSITÀ  
DEGLI STUDI DI MILANO-BICOCCA

## SYLLABUS DEL CORSO

### Productivity tools for (young) researchers

2122-DOTT-MOD17

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#### Titolo

Productivity tools for (young) researchers

#### Docente(i)

Dott. Andrea Mangiatordi, University of Milano Bicocca

Ing. Roberto Richero, PMP & SAFe Agilist

#### Lingua

English

#### Breve descrizione

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 / Ore**

CFU: 1, 5

Ore: 12

## **Periodo di erogazione**

|          |                    |                                    |
|----------|--------------------|------------------------------------|
| 24/11/21 | 9.30 am – 12.30 pm | RIELAb U16 – 4 <sup>th</sup> floor |
| 01/12/21 | 9.30 am – 12.30 pm | RIELAb U16 – 4 <sup>th</sup> floor |
| 15/12/21 | 9.30 am – 12.30 pm | RIELAb U16 – 4 <sup>th</sup> floor |
| 22/12/21 | 9.30 am – 12.30 pm | RIELAb U16 – 4 <sup>th</sup> floor |

