



CHAPTER 6

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PROJECT MANAGEMENT

Project Management Software Tools

Project management tools can be helpful to keep an overview of required activities in multiple strands of a project and plan where a number of people are involved in delivering a set of outputs.

There is a plethora of software solutions for project management on the market (some free of charge). A selection of tools include the following:

Asana

<https://asana.com>

Asana is one of the easiest ways for teams to track their work and progress. From tasks and projects to conversations and notifications – easy to use and get going.

Perfect for day-to-day actions and progress

Trello

<https://trello.com>

In Trello, Projects are presented by boards, which contain lists (corresponding to task lists) and contain cards (corresponding to tasks).

Perfect for creative thinking and day-to-day actions and progress.

Nirvana

www.nirvanahq.com

Nirvana is similar to Asana, based on the GTD (Getting things done) principles. Based on 'next' actions and helps individuals to plan and prioritise their tasks.

Perfect for individuals planning and prioritising.



Project Timetable

In order to plan and visualise how different project activities relate to each other as well as show how the project unfolds over time it is advisable to provide a clear timetable for the project already at application stage.

This can be achieved, for example, in the form of a Gantt chart which allows the ability to convey the feasibility of a project within a given time frame to the funders and assessors and can help you to 'hit the ground running' when the project is awarded and activated. Try for example <https://ganttpro.com>.

In your planning it is advisable to allow for time slippage due to recruitment issues (allow for at least one month of advertising; and up to 3 months until the new staff might be available).

Travel - Insurance

The University provides travel insurance for employees and registered post-graduate students of the University of Cambridge whilst travelling abroad on University of Cambridge business.

Cover is also provided for graduate students registered with the University of Cambridge and for undergraduates of the University of Cambridge and official volunteer workers travelling on supervised departmental fieldtrips outside the UK.

Currently no charge is made for this cover, the costs being met by the University's insurance budget.

However and most importantly, employees, registered post-graduate students and departments (in the case of fieldtrips) are required to apply for cover using the appropriate application process before travelling.

Note: when planning for field work, an assessment may need to take place; especially regarding students completing field research.

Depending on the country and location of the field work an assessment may be required for health and safety for insurance considerations as well as duty of care.

The various application processes are listed below:

<https://www.insurance.admin.cam.ac.uk/insurance-guidance/arranging-trips>



Travel Advice and Visa Information to Conduct Research in another Country

<https://www.gov.uk/foreign-travel-advice>

If you or your project staff are intending to spending more than six months in a year in another country, a number of complex issues which need to be considered and requirements met. These include ensuring that:

- The individual has the right to work in the country concerned.
- Whether the individual will need to pay UK tax and national insurance or be subject to the rules in the host country has been resolved.
- The impact of the individual working overseas on UK law relevant to their employment has been determined.
- A risk assessment has been carried out to ensure that the proposed place of work is appropriate, fit for purpose and does not pose unacceptable risks to the individual's health and safety.
- The individual has any equipment required to complete the work to be carried out.
- The individual has appropriate health treatment provision and is covered by liability insurance.

For these reasons please study the guidance on the following website and attachments carefully and involve your Departmental Administrator for HR advice as early as possible.

<https://www.hr.admin.cam.ac.uk/hr-services/global-mobility-and-overseas-assignments>

Visas

Visas may be required for those working on your project here or on location. Contact your Departmental Administrator to assist in the best process for you and your project. Most funders would allow the cost for travel visas to be included in the project budget.

Additional guidance from HR can be found on visa issues, <http://www.hr.admin.cam.ac.uk/hr-services/immigration>

Please note that the information is subject to the policy of the Home Office and subject to change so please refer to your department and HR for most up to date advice.