

Additional reading: Project Management

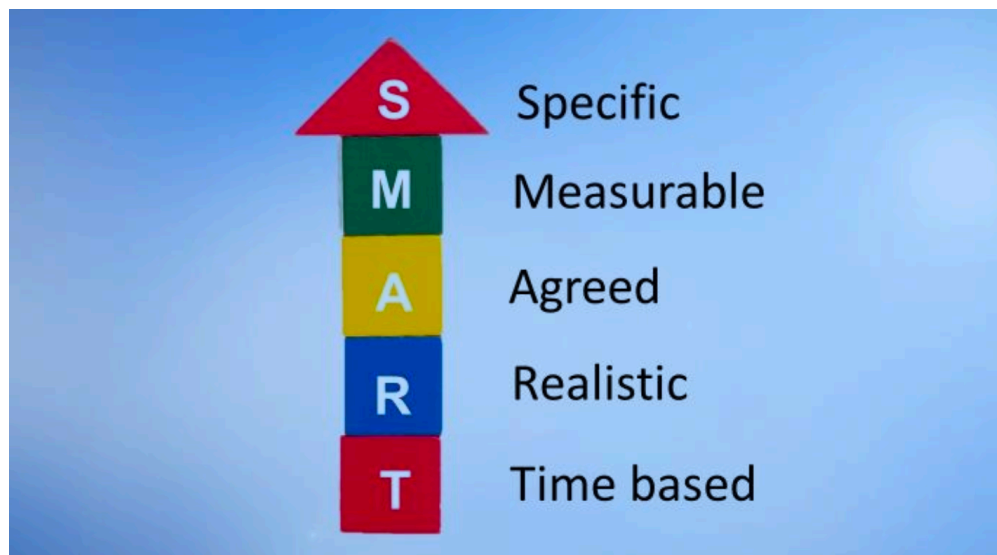
Module 06: Project and Risk Management

Learning unit 01: Project Management

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The introduction of proctoring at an university can best be implemented within the framework of a project.

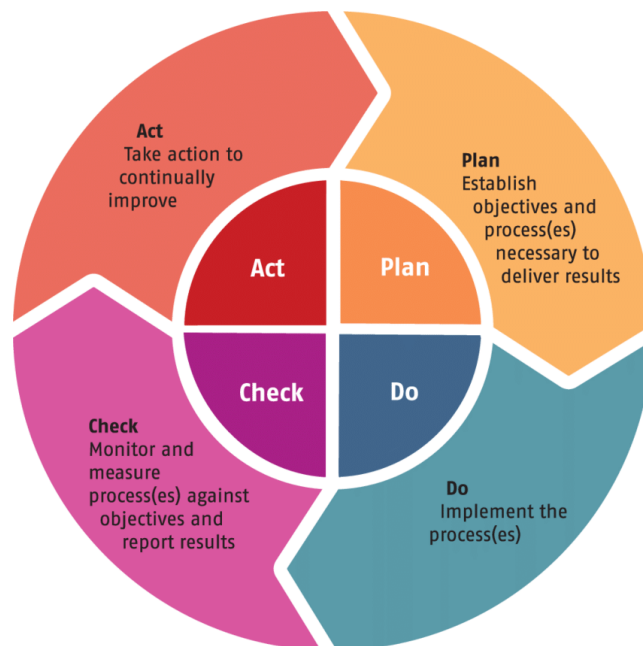
As with any other project and as is usual in project management, the first step in introducing proctoring is to define the project goals. This means that it must be clarified what exactly one wants to introduce and implement within the framework of the project and how one can recognize whether proctoring has actually been successfully implemented. For this purpose, it is advisable to define the project goals precisely and to describe them according to the so-called SMART Principle.



It is therefore important to clarify exactly, which goal should actually be met at the end of the introduction of proctoring. For this purpose, the objectives in the project should be specifically measurable, agreed upon, realistic and outlined in a time schedule. After these objectives have been named, project management and the project process can begin.

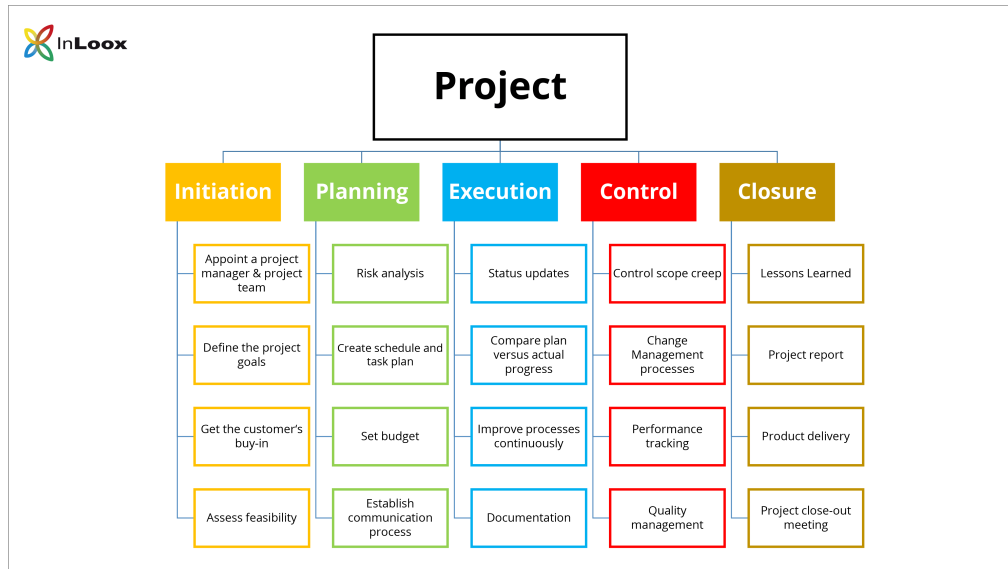


Every project and therefore also the introduction of proctoring at an university follows certain phases.



First of all, there is the planning phase, followed by the implementation phase. When projects or project steps have been implemented, it is always necessary to look at what has already worked, which goals have already been achieved and which have not yet been achieved. This is followed by the next phase, which in turn realigns the project or the next project step and provides impetus for further project planning. Thus, the next project phase starts again with planning.

To make project planning as concrete as possible, it is advisable to divide the project steps into individual sub-steps and phases as you can see below:



It is advisable to check again and again in the project process whether you are still on the right track, whether you are still in time management and whether the budget is still sufficient or whether adjustments need to be made in the course of the project.

Are we still on track?

Are we still in time?

Let's stick to the budget?

Does the project result meet the expectations?

When implementing proctoring, these questions also need to be asked again and again in the process. If some of these questions cannot be answered with yes, it is necessary to adjust the project management so that no risk situations occur. This is the only way to actually implement proctoring without major risks and challenges within the timeframe and costs.