

# PROJECT MANAGEMENT FOR PHARMA PROFESSIONALS

26 & 27 February 2015, Conf. No A2-4315



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Website: www.management-forum.co.uk

Registration Information

**Dates**  
26 February 2015 Start: 09.30 – Finish: 17.00  
27 February 2015 Start: 09.30 – Finish: 16.30

**Registration & Coffee**  
26 February 2015 09.00

**Venue and Accommodation**  
The Rembrandt Hotel, 11 Thurlow Place,  
London SW7 2RS  
Hotel Tel: +44(0)20 7589 8100  
Hotel Fax:+44(0)20 7225 3476  
Email: [reservations\\_rembrandt@sarova.co.uk](mailto:reservations_rembrandt@sarova.co.uk)  
Subject to availability, a limited number of bedrooms have been reserved at the hotel at a special rate.

**All bookings should be made directly with the hotel or online at [www.sarova.com/rembrandt](http://www.sarova.com/rembrandt) quoting promo code 'manforum'.**

**Directions**  
Opposite V&A Museum. Nearest underground station: South Kensington.  
[www.sarova-rembrandthotel.com/location-local-attractions](http://www.sarova-rembrandthotel.com/location-local-attractions)

**Fee**  
**£1150 + VAT if applicable.** The fee includes course documentation as well as mid-session refreshments and lunch. Invoice and confirmation will be forwarded to you.

**Conference No. A2-4315**

**Discounted Rates**  
Available on application for personnel from non-profit making organisations and registered charities.  
**Group discount available on request**

**Cancellation Policy:**  
Over 14 days prior to the Seminar: Cancellation fee of £75. 7/14 days prior to the Seminar: 50% of the fee. Fewer than 7 days or if no notification received: Registrant liable to pay FULL seminar fee.  
**NB: Cancellations must be received in writing by [registrations@management-forum.co.uk](mailto:registrations@management-forum.co.uk)**  
Management Forum reserves the right to cancel/alter the programme, the speakers, the date or venue. If an event is cancelled Management Forum is not responsible for airfare, hotel or other costs incurred by registered delegates.

**For Promotional Opportunities email: [robert@management-forum.co.uk](mailto:robert@management-forum.co.uk)**

This course is also available 'in-house' and can be tailored to your specific needs. Please contact [sarah@management-forum.co.uk](mailto:sarah@management-forum.co.uk)



# PROJECT MANAGEMENT FOR PHARMA PROFESSIONALS



The Leading Project Management course designed specifically for the Bio/Pharma Industry - also applicable to those in **Medical Device and Animal Health Industries**

## This interactive course will:

- Provide you with an In-Depth Understanding of Project Management Tools and Techniques to Use in the Bio/Pharma Industry
- Enable you to Incorporate the Project Management Processes into Everyday Working Practices and in your Current Projects
- Understand How to Blend Together Both the Technical Aspects of Project Management and the Essential Interpersonal Skills
- Examine the Competencies Appropriate for an Effective Project Manager
- Share Best Practice Project Management Approaches
- Discuss how to get the Best Results in a Project Team Environment

With  
**Dr Laura Brown**  
Independent Pharmaceutical Project Management and Training Consultant. Also the Course Director, MSc Clinical Research, School of Pharmacy, University of Cardiff, UK and Course Director MSc Regulatory Affairs, TOPRA. Author of "Project Management for the Pharmaceutical Industry".

**Feedback from previous delegates**  
"Great tools and techniques, and well organised and presented"  
"Excellent and easy to use tools for project management"  
"A very interactive and informative course"  
"The course was excellent, easy to put into practice what I had learnt into the workplace."

**26 & 27 February 2015**  
**The Rembrandt Hotel, London**

## INTRODUCTION

Drug and Device development is a complex process which needs effective project management. With ever increasing pressures to complete the development of drugs and medical devices as quickly as possible, the effective use of project management can provide essential tools and techniques to achieve this. Indeed effective project management can be a key factor to successful completion of bringing a drug or medical device to market.

This interactive course has been designed to provide you with a thorough understanding of project management skills, including both technical and interpersonal skills.

You will be provided with an integrated project tool kit which can easily be used with your existing or future projects. This tool kit has been used to significantly improve the success of many bio/pharmaceutical projects.

### **Interactive sessions applying techniques to a simulated case study and your own projects**

The course will include a number of sessions where participants will be able to apply some of the techniques to a simulated pharmaceutical case study and also their own projects. Therefore it is recommended that participants bring a project which they are currently involved in or will be working on - to maximise their learning from the course. There is no need to disclose any confidential information about your project.

## AIMS AND OBJECTIVES

The aim of this workshop is to ensure you gain a comprehensive understanding of the tools and techniques of project management and how they can be applied straight away to your own bio/pharmaceutical or medical device projects in the work place. The detailed aims are to:

- Understand technical project management tools and techniques and apply these to your work
- Examine the competencies appropriate for an effective project manager
- Identify the project critical path and use this information to assist in planning decisions
- Provide a better understanding of the essential personal skills which are necessary to achieve project objectives

## WHO SHOULD ATTEND

This course has been specifically designed to address the needs of bio/pharmaceutical professionals who are, or will be, involved in drug development projects. The course is also very applicable to those working in the device and animal health industries. The programme will be of benefit for both members of the project team as well as newly appointed project team leaders/managers. In addition it may also be useful for established project team leaders who want to improve their project management skills. The course will be particularly beneficial for people who work in areas such as:

- Drug or Device Development
- Project Management
- Project Management Office
- Clinical Research/Clinical Operations/ Clinical Trials
- Medical Affairs
- Quality Assurance
- Regulatory Affairs
- Pharmacovigilance
- IT
- Data Management
- Biostatistics
- Pre-Clinical Development
- Manufacturing
- Marketing
- Study Sites
- Research Institutions and academic research
- Regulatory Authorities

## COURSE LEADER

*Dr Laura Brown* is an independent Pharmaceutical Project Management and Training Consultant, and Course Director for the MSc in Clinical Research, School of Pharmacy at the University of Cardiff. Laura has more than 20 years' experience of managing projects in the pharmaceutical industry. She has worked for several companies including Wellcome, Hoechst Marion Roussel, Good Clinical Research Practices and Phoenix International in project management.

Dr Brown has completed an MBA, with specialisation in project management. She is also the external project management expert for a pharmaceutical e-learning MSc module in project management, and the author of two books on project management including the leading book "Pharmaceutical Project Management" (2012 Edition Publication).

## PROGRAMME

### DAY ONE

- ▶ **What is a Project / Project Management in the Bio/Pharma Industry**
  - Defining the key characteristics of project management and their importance to the bio/pharma industry
  - Using a project management process for improving the success of your own research projects
  - Identifying the causes of past success and failure of your projects
- ▶ **Setting Clear Objectives and Defining the Scope of your Bio/Pharma Projects**
  - Aligning the project objectives with the strategic and financial business objectives
  - Defining the result, the cost and the time
  - Understanding the importance of having an overall strategy for your projects
- ▶ **Developing a Detailed Project Plan to Manage your Projects**
  - Identifying the key project activities using a Work Breakdown Structure (WBS)
  - Allocate responsibilities using the responsibility matrix
  - Planning a realistic schedule using Gantt analysis and setting clear milestones
  - Budget planning • Communication plan • Quality plan
  - Implementing risk management and contingency planning for your project
  - Experiences of project management software and tracking systems
- ▶ **Project Implementation and Control for your Projects**
  - Identifying the possible causes of problems in bio/pharmaceutical projects
  - Effective communication and how to manage stakeholders
  - Overcoming enablers and constraints of your projects
  - Implementing project control and reporting systems
  - Monitoring project activities and performance

### DAY TWO

- ▶ **Project Implementation and Control Continued**
- ▶ **Project Review/Close Out and Learning for Your Projects**
  - Close the project • Identifying the critical success factors and learning from mistakes
- ▶ **Identifying the Core Competencies of Effective Project Managers in the Bio/Pharma Industry**
  - Defining the role and skills of effective pharma project leaders
  - Improving your interpersonal skills as a leader
- ▶ **The Importance of Motivation to Achieving Project Milestones**
  - Understand how to motivate different people and what motivates your project team
  - Completion of a self evaluation questionnaire
- ▶ **Developing the Pharma Project Team to Achieve the Best Result**
  - How to modify your leadership style to get the best results in a project team environment
  - Building a high performance team
- ▶ **Effective Communication and Cross-Cultural Communication in Projects**
  - Effective communication
  - Preventing and overcoming misunderstandings and dealing with conflict
  - Developing an understanding of cultural awareness to work more effectively with colleagues from different countries
- ▶ **Effective Project Time Management**
  - Identifying and managing common time wasting activities in your projects
  - Maximising your prime time to improve your personal performance
- ▶ **Personal Action Planning**