



**Project Management in the
Research-Based Pharmaceutical Industry**
September 28-29, 2017
Forefront Center – Waltham, MA

Day One: Thursday, September 28, 2017

Tab No.

7:30 – 8:00 AM	Registration and Continental Breakfast	
8:00 – 8:30 AM	<u>PERI Welcome</u> Lauren Kirk Course Manager The Pharmaceutical Education and Research Institute, Inc. <u>Introduction of Course and Students</u> James M. Huebner, MS, MSEPP, <i>Course Director</i> Director, Project Management Celldex Therapeutics	
8:30 – 10:00 AM	<u>Introduction to Pharmaceutical Development Project Management</u> <ul style="list-style-type: none">• Present a brief historical overview of the discipline of project management• Identify specific project management knowledge areas• Review the drug development project lifecycle• Dispel some common misperceptions about the role of project managers in drug development	1
10:00 – 10:15 AM	<i>Morning Break</i>	
10:15 AM - 12:00 PM	<u>Leading Effective Meetings</u> <ul style="list-style-type: none">• Deciding when a meeting is appropriate• Developing and using ground rules• How to design an effective agenda• Facilitating effective team discussions• How to get your meeting back on track	2
12:00 – 1:00 PM	<i>Lunch on your own</i>	
1:00 – 3:00 PM	<u>Building and Leading an Effective Team</u> <ul style="list-style-type: none">• Define the characteristics of a successful Team• Identify stages of Team development• Identify key Team Effectives Domains• Understand the importance of communication, diversity, norms for managing conflict, decision-making, etc.• Review the stages of team development and the skills needed to transition between stages	3
3:00 – 3:15 PM	<i>Afternoon Break</i>	

3:15 - 4:45 PM	<u>Project Planning & Scheduling</u>	4
	<ul style="list-style-type: none"> • Define basic scheduling process and critical path analysis • Introduction to working with Microsoft® Project • Introduce resource allocation concepts and resource leveling 	
4:45 – 5:00 PM	Day One Closing Remarks	
 <u>Day Two: Friday, September 29, 2017</u>		
7:30 – 8:00 AM	<i>Continental Breakfast</i>	
8:00 – 9:30 AM	<u>Workshop: Calculating the Critical Path</u>	5
9:30 – 11:00 AM	<u>Financial Overview for Project Managers</u>	6
	<ul style="list-style-type: none"> • Review costing methods, cost types and FTEs • Understand the budget forecasting process • Cost management: Comparing projected costs to actuals • Budget accountability and evaluation 	
11:00 – 11:15 AM	<i>Morning Break</i>	
11:15 AM – 12:15 PM	<u>Managing Project Scope: the Target Product Profile</u>	7
	<ul style="list-style-type: none"> • Introduce Target Product Profile (TPP) • Understand how the TPP influences labeling scenarios and the importance of product differentiation • Review typical industry TPP assembly and lifecycle management processes 	
12:15 – 1:15 PM	<i>Lunch on your own</i>	
1:15 – 3:15 PM	<u>Workshop: Drafting a Mock TPP</u>	8
3:15 – 3:30 PM	<i>Afternoon Break</i>	
3:30 – 4:30 PM	<u>Managing Alliance Projects and Asset Transfers</u>	9
	<ul style="list-style-type: none"> • Review typical collaboration structures • Understand the importance of the contract and asset transfer agreement • Joint venture governance and effect of partner size and culture • Finding joint value & alliance decision making 	
4:30 PM	<u>Course Wrap-up</u>	