



**Project Management in the  
Research-Based Pharmaceutical Industry**  
March 22 – 23, 2018  
PERI Training Facility – Fairfax, VA

**Day One: Thursday, March 22, 2018**

**Tab No.**

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

3:15 - 4:45 PM	<p><b><u>Project Planning &amp; Scheduling</u></b></p> <ul style="list-style-type: none"> <li>• Define basic scheduling process and critical path analysis</li> <li>• Introduction to working with Microsoft® Project</li> <li>• Introduce resource allocation concepts and resource leveling</li> </ul>	4
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4:45 – 5:00 PM      **Day One Closing Remarks**

**Day Two: Friday, March 23, 2018** **Tab No.**

7:30 – 8:00 AM	<b><i>Continental Breakfast</i></b>	
8:00 – 9:30 AM	<b><u>Workshop: Calculating the Critical Path</u></b>	5
9:30 – 11:00 AM	<p><b><u>Financial Overview for Project Managers</u></b></p> <ul style="list-style-type: none"> <li>• Review costing methods, cost types and FTEs</li> <li>• Understand the budget forecasting process</li> <li>• Cost management: Comparing projected costs to actuals</li> <li>• Budget accountability and evaluation</li> </ul>	6
11:00 – 11:15 AM	<i>Morning Break</i>	
11:15 AM – 12:15 PM	<p><b><u>Managing Project Scope: the Target Product Profile</u></b></p> <ul style="list-style-type: none"> <li>• Introduce Target Product Profile (TPP)</li> <li>• Understand how the TPP influences labeling scenarios and the importance of product differentiation</li> <li>• Review typical industry TPP assembly and lifecycle management processes</li> </ul>	7
12:15 – 1:15 PM	<i>Lunch Break</i>	
1:15 – 3:15 PM	<b><u>Workshop: Drafting a Mock TPP</u></b>	8
3:15 – 3:30 PM	<i>Afternoon Break</i>	

3:30 – 4:30 PM

**Managing Alliance Projects and Asset Transfers**

**9**

- 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

**Course Wrap-up**

**CONTINUING EDUCATION CREDIT**

Pharmaceutical Education & Research Institute, Inc. (PERI) is pleased to make continuing education credit available to you for attendance at this program. To receive credit, you must attend the entire program and submit the Continuing Education Application form directly to a PERI on-site coordinator. Additional \$35 fee applies for students who are applying for continuing education credit.

**Continuing Education Information Forthcoming**