Day One: Thursday, May 10, 2018

7:30 – 8:00 AM  Registration and Continental Breakfast

8:00 – 8:30 AM  PERI Welcome
Jo Ann Zoul
Course Manager
The Pharmaceutical Education and Research Institute, Inc.

Introduction of Course and Students
James M. Huebner, MS, MSEPP, Course Director
Principal & Founder, PharmInteg®, LLC

8:30 – 10:00 AM  Introduction to Pharmaceutical Development Project Management
• 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

10:00 – 10:15 AM  Morning Break

10:15 AM - 12:00 PM  Leading Effective Meetings
• Deciding when a meeting is appropriate
• Developing and using ground rules
• How to design an effective agenda
• Facilitating effective team discussions
• The number one cause of conflict within Teams
• How to get your meeting back on track

12:00 – 1:00 PM  Lunch Break

1:00 – 3:00 PM  Building and Leading an Effective Team
• 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

3:00 – 3:15 PM  Afternoon Break
3:15 - 4:45 PM  **Project Planning & Scheduling**
- 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**

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**Day Two: Friday, May 11, 2018**

7:30 – 8:00 AM  **Continental Breakfast**

8:00 – 9:30 AM  **Workshop: Calculating the Critical Path**

9:30 – 11:00 AM  **Financial Overview for Project Managers**
- 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  **Morning Break**

11:15 AM – 12:15 PM  **Managing Project Scope: the Target Product Profile**
- 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  **Lunch Break**
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<th>Time</th>
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<td>1:15 – 3:15 PM</td>
<td>Workshop: Drafting a Mock TPP</td>
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<td>3:15 – 3:30 PM</td>
<td>Afternoon Break</td>
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<td>3:30 – 4:30 PM</td>
<td>Managing Alliance Projects and Asset Transfers</td>
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<td>• Review typical collaboration structures</td>
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<td>• Understand the importance of the contract and asset transfer agreement</td>
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<td>• Joint venture governance and effect of partner size and culture</td>
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<td>• Finding joint value &amp; alliance decision making</td>
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<td>4:30 PM</td>
<td>Course Wrap-up</td>
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