



Project Management in the Pharmaceutical Industry

September 23 – 24, 2024

Residence Inn Seaport – Boston, MA

Day One: Monday, September 23, 2024

Session
No.

8:15 – 8:30 AM

Registration and Continental Breakfast

8:30 – 9:00 AM

PERI Welcome & Course Introduction

9:00 – 10:30 AM

Introduction to Pharmaceutical Project Management

1

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Principal, Biotechnology Operations Consultant

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- Areas of Project Management
 - Development – Clinical to Commercial
 - Capital Investment
 - Sustaining and Continuous Improvement
 - Product Life Cycle
- Introduction of Project Management Institute (PMI) Project Management Model and Roles
- Phase Gate Models
- Unique Challenges with Pharmaceutical Project Management

10:30 – 10:45 AM

Morning Break

10:45 - 12:00 PM

Initiating and Planning Phase

2

- *Practical Exercise* – Development of Project Scope and Execution Needs
 - Develop Charter
 - Identify Stakeholders
- Project Management Plan
 - Requirements
 - Define Tasks/Resources
 - Estimate Durations
 - Budget

12:00 – 1:00 PM

Catered Lunch Break

1:00 – 3:00 PM

Enhance the Plan – Get your project approved!

3

- Born Lean
- Schedule/Task Optimization
- Challenges of Scope Definition and Scope Creep

Day One: Monday, September 23, 2024 (continued)

**Session
No.**

3:00 – 3:15 PM *Afternoon Break*

4

3:15 – 4:45 PM

Execution: Building and Leading Effective Project Teams

- Introduction of the Project Sherpa
- Leading with indirect authority
- Hard and Soft Skills/Communication Skills
- Understanding Type – Personalities and Behaviors
- Introduce Performance Discussion Exercise

4:45 – 5:00 PM

Day One Closing Remarks & Wrap Up

Day Two: Tuesday, September 24, 2024

**Session
No.**

8:15 – 8:30 AM

Continental Breakfast

8:30 – 10:15 AM

Executing, Monitoring, and Controlling

- Governance Methods
 - Steering Committee
 - PMO
 - Sponsor
 - Team
- Governance Tools
 - Daily Meetings/Scrum/KPIs
 - Weekly/Monthly Reports
 - Obeya Room/War Room
 - Costs and Earned Value/Project KPIs

5

10:15 – 10:30 AM

Morning Break

10:30 – 12:30 PM

Effective Communication

- Message Mapping
- *Practical Exercise:* Develop Elevator Speech of Project Benefits

6

12:30 – 1:30 PM

Catered Lunch Break

Day Two: Tuesday, September 24, 2024 (continued)

**Session
No.**

1:30 – 3:00 PM

Managing Risks & Deliverables

- Risk Management in Pharma
- Risk Management approach for Projects
- Handling Adversity
- *Performance Discussion Exercise: Handling Project Team Member's Performance*

7

3:00 – 3:15 PM

Afternoon Break

3:15 – 4:15 PM

Alliance Management Discussion

- The role of Project Management in Alliance Management

8

Project Closing and After-Action Reporting

- Integrating Lessons Learned throughout the Project

4:15 - 4:30 PM

Course Wrap-up

- Open Discussion on Next Steps for Individual Development in Project Management
- Course Closeout



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Boston, MA

Course Overview

This course provides a comprehensive overview of the importance of project management across the various development stages and organizational areas within a pharmaceutical company. The course lays a solid foundation for individuals transitioning into a project management role, while also offering new tools and strategies to professionals looking to improve their efficiency, effectiveness and communication across their programs and projects. Because of the diverse roles involved in the pharmaceutical development process, this course will address concepts that can be applied globally within the industry.

Through interactive presentations, discussions, and workshops, course participants learn how to manage different types of programs and projects typical in a global pharmaceutical environment. From the hard skills in project management—planning, scheduling, scope management, risk & issue management, resource planning, and budget oversight—to the softer skills of team leadership, relationship management, effective communication, and negotiation and influence, this valuable course covers everything a project manager needs in order to be successful in today's pharmaceutical organizations.

Course Objectives

Upon completion of this course, participants should be able to:

- Describe the full product lifecycle in the pharmaceutical industry, and how the varied roles in project/program management drive performance and mitigates risk to the organization
- Demonstrate how project management principles and techniques are applied to the lifecycle and organizational operations to streamline optimal delivery
- Construct and manage more effective, high-performing project teams
- Evaluate risks and issues well in advance, and to effectively mitigate and/or resolve them promptly

Course Faculty

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Continuing Education Credit

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