

THE BIOTECH/PHARMA PROJECT MANAGER'S TOOLKIT™

UC San Diego, Extension's Intensive In-Company Program for Managers

Program Overview

The The Biotech/Pharma Project Manager's Toolkit™ is designed to give managers practical principles they can use to be more effective in meeting project goals. The sessions cover a core body of knowledge related to project management within the Bioscience/Pharmaceutical industry, as well as important people skills required of all project managers. Participants work on actual projects to apply their learning and practice new skills.

Program Parameters

- Offered exclusively to organizations for their employees
- Tailored to the challenges of each organization
- Ten (four-hour) sessions equal to (4) CEU's of credit
- Minimum of 15 participants per program.
- Individuals who complete the course may apply the experience toward the UC San Diego, Extension Professional Certificate in Project Management.

Outline of Instructional Topics

Introduction to Project Management and Link to PMI

Areas of Knowledge

- Module and Series Review
- Link to Project Management Institute
- Selection of Project for Applied Learning During Series
- Overview of Project Management

Project Initiation Phase

- Project Scope, Objectives
- Charter
- Life Cycles
- Requirements Development

Project Planning, Part 1

- Developing the Plan
- Building the Work Break Down Structure (WBS)
- Building the Responsibilities Assignment Matrix (RAM)
- Risk Management

Project Planning, Part 2

- Estimating Time and Cost
- Scheduling

Managing a Project

- Project Crashing (Acceleration)
- Project Reporting and Status
- Change Management & Scope Control
- Project Kick-Off

Project Control and Monitoring

- Tracking & Correcting Project Performance (Cost/Schedule/Performance)
- Earning Value Project Management
- Critical Chain Project Management

Leadership in Project Management

- Guiding Principles of Leadership
- Leadership in Project Management
- Specific Issues in a Matrix Organization
- Managing Technical Staff

Team Building in a Multi-Layered Environment

- Evolution of the Project Team
- Task and Process – Stages of Development
- Impact of Culture, Generation, Gender, Location
- Accelerating the Development of Project Teams

Managing a Virtual or Multi-Site Teams

- Leadership Issues When Managing at a Distance
- Organizing and Executing a Multi-Site Project
- Technical Issues in Managing Multi-Site Projects

Project Close-Out and Other PMBOK Topics

- Project Procurement Management
- Project Quality Management
- Project Close-Out
- Lessons Learned and Project Inputs of Evaluation

Fees

- **Instructional fee:**
\$1,250 per person
- **Materials fee:**
\$415 per person
- **Online Project Management Survey (optional):**
\$75 per person
- **Online Project Management 360° Assessment (optional):**
\$200 per person

Information

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