The Biotech/Pharma Project Manager’s Toolkit™
Intensive In-Company Program for Managers

*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. Sessions cover a core body of knowledge related to project management within the Biotech/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.

Outline of Instructional Topics

**Introduction to Project Management and Link to PMI Areas of Knowledge**
- Overview of project management
- Link to project management institute
- Selection of project for applied learning during series

**Project Initiation Phase**
- Project scope, objectives
- Charter
- Life cycles
- Requirements development

**Project Planning/Part 1**
- Developing the plan
- Building the work breakdown 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)
- Earned value project management
- Critical chain project management

**Leadership in Project Management**
- Guiding principles of leadership
- Leadership in project management
- Specific issues in a matrix organizations
- 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

**Elective Session (Select one from the following)**
- Communication styles
- Presentation skills for project managers
- Giving constructive feedback and managing interpersonal conflict
- Risk analysis, problem solving, decision-making
- Managing virtual or multi-site teams
- Visual process flow

**Project Close-Out and Other PMBOK Topics**
- Project procurement management
- Project quality management
- Project close-out
- Lessons learned and project inputs of evaluation

**Program Details**
- Offered exclusively to organizations for their employees
- Tailored to the challenges of each organization
- Ten 4-hour sessions equal to 4 CEUs
- Individuals who complete the course may apply the experience toward the UCSD Extension Professional Certificate in Project Management
- Minimum 15 participants per program

**Fees**
- Instructional fee $1,250 per participant
- Materials fee $215 per participant

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