

The Biotech/Pharma Project Management 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 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)
- 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 \$1,625 per participant, includes materials



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