

# 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 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 \$1,250 per participant
- Materials fee \$215 per participant



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