

## Project Management Best Practice in Pharma R&D

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### OVERVIEW OF COURSE

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The discipline of Project Management is based on putting organisational processes in place that drive the performance of the project. In a project-led organisation, a good project manager and project team members can truly differentiate the performance of the organisation. This 2-day interactive workshop is aimed for Project Managers and Project team members from any functions contributing to Pharmaceutical R&D, who wish to learn new tools and tips to enhance their project working skills. Delegates will learn key project management processes and apply these to their own project in 'real time', leaving the workshop with a Gantt chart and risk management plan for their project. By implementing the course learnings, the attendees will enhance their own performance, and that of their project teams, resulting in enhanced project delivery

### COURSE CONTENT

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- Project management methodology: project lifecycles, Project Management Framework
- Project Governance & Stage Gate process to ensure management control over project risks
- Developing strategic options for your project (eg 'fast follower', 'signal search')
- Defining scope: collecting, prioritising & tracking requirements from diverse stakeholders; breaking the scope into its constituent parts using the Work Breakdown Structure.
- Scheduling options: front-loading or back-loading of investment and resource to match project risk profile; critical path analysis; understanding your project 'attrition profile'; use of milestones to 'trigger' investments
- 'Hands on' training in Gantt chart software to build the Gantt chart for your project. Scenario planning. Importance of realistic planning & use of Monte Carlo simulation to forecast most likely timelines
- Demonstration of 'scrum' software for task management & team 'to do' lists
- Identify the key risks for your 'base case', and build a plan to reduce their likelihood or impact
- What makes an effective project led R&D organisation? Matrix organisations, Project Management Office, Organisational Process Assets, Enterprise Environmental Factors
- Effective meetings: the 'cornerstone' of effective project management
- Identify your key stakeholders, and learn the importance of, and approaches to keeping them actively involved
- Learn monthly- weekly- daily planning cascade to 'drive' project forwards;
- Identify your communication preference and personality type: what this means for interactions with others
- Understand learning styles, and how to use these to increase the impact of your presentations
- Building a high performing team: what the Project Manager can do to help the team through the 'storming' phase
- Monitoring & controlling projects: project baselines, variance & tolerance; change control
- Best practice in learning reviews: how to extract the learning & share with your wider organisation

### WORKSHOP FORMAT

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- 2- day workshop with interactive exercises and coaching to embed learning
- Delegates create documents for their own project

## MY BACKGROUND

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- Life Compass Consulting Ltd. Project Management consulting & training courses; career workshops
- 22 year career in diverse scientific and managerial roles at AstraZeneca, including 15 years as Project Manager. Experience of Project Management of Pharmaceutical Development, Global Oncology projects, Change projects.
- INLPTA Diploma (Neuro Linguistic Programming); PMP (Project Management); D. Phil (Organic Chem).

## TESTIMONIALS

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*Steve B, Instrument Engineer:* "Lisa guided the group through the many techniques and skills required to be considered whilst planning and managing a project, big or small. Using her own experiences Lisa used real life examples of implementing the skills and guided the participants through working examples. The pace gave plenty of opportunities to ask questions and discuss the practicalities of project management. This was a valuable training course. I found it very interesting and wished I'd have known some of this information during previous projects"

*Andrew T, Principal Scientist:* "Great project management course with a good mix of practical and theory from a very experienced practitioner and trainer. Course was packed full of extremely useful tips and tricks that I have immediately implemented on my projects in the biotech industry - Thanks Lisa"