



Clinical Research Project Management

LIVE ONLINE TRAINING

16 - 19 April 2024



Live Digital

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Course Information

Live Online Training April 2024

Part 1

16 April

Part 2

17 April

Part 3

18 April

Part 4

19 April

3pm to 7pm AEST

Key Learning Objectives

- Overview of the components of clinical research and understanding the project manager's role
- Identify the key roles and core competencies needed by a project manager
- Learn how to track and interpret project progress
- Assess & manage clinical project/site risks during Covid-19
- Obtain knowledge on various project management techniques
- Understand how the budget and timelines are structured
- Assess the use of various tools in project management
- Introduction to effective vendor management
- Develop clinical study risk management plan & tools

Who Will Benefit

- Project Management
- Patient Recruitment specialists
- Site professionals
- Clinical Outsourcing
- Clinical Operations
- Contract Management
- Clinical Quality Control
- Finance/Purchasing/Project Controlling
- Medical Affairs
- Program/Portfolio Management
- CRO Administration and Management

About the Course

Good project management is key to completing a trial on time and cost effectively. Yet most project managers

receive little or no formal training when they move from their operations role (such as CRA). More experienced project managers have little opportunity to learn how clinical trial project management is accomplished in other companies; so that they can extend their range of skills.

This course will demonstrate how a project manager from a single background (e.g. a CRA) can manage a breadth of operational challenges from technical data management issues to strategic interactions with regulatory authorities.

Additionally, this course will cover the difference between doing the work to implement a clinical trial, and project managing the clinical trial team. Offering you tools and techniques, you will learn how to project manage all the different components of a clinical trial, from site selection to study closure. From there, you will learn how to detect drift in the timelines or budget and decide what corrective actions are available to you.

Covid-19 has placed severe travel restrictions across our industry. Whilst visits to sites may be regarded as essential, non-essential travel by a project manager is likely to be curtailed for some time. This course will also examine the importance of structured reports and good communications which enable to project manager to remain in control and exercise influence and authority remotely.

A key component of the course is the working exercises and group participation, which translates the theory into practical application.



"A lot of group discussion and communications with different people. The course combined basic definitions and useful practical tools, opening the mind to help attendees see the whole picture of clinical trials"

Secretary of Hospital - GCP Office, The University of Hongkong - Shenzhen Hospital

Meet Your Course Director



Ian Stokes
Project Management Practitioner

Ian Stokes is a project management specialist, certified facilitator and trainer who delivers process and learning solutions to the pharmaceutical industry. His recent clients include Pfizer, Sanofi Aventis, Nestle, Danone and Celgene.

He delivers courses on several Master's and MBA courses in France. As chairman of several project user communities in France he believes in a customer-centric approach to projects, with frequent feedback and open teamwork.



"It is relevant to the processes we are doing in real world, the trainer is experienced and knows the subject well. Classes are well-organised and engaging with flowcharts, controls, organisational structure"

Associate Director, Tessa Therapeutics

Course Outline

OVERVIEW

- Definition of project management
- Areas of influence for a project manager
- First steps in forming a project plan
- Project management mindset – triple constraint

WHAT DOES PROJECT TRACKING AND REPORTING MEAN?

- How to manage a project and demonstrate control
- Choosing which processes and elements to prioritize
- Measurement of a project and monitoring performance
- Developing objective criteria for project attributes
- Managing scope and reporting progress

WHY DO PROJECT AND COMPANY MANAGEMENT STRUCTURES MATTER?

- Organisational structures
- Assigning responsibility for project operations
- Identifying core competencies and developing project team

Working Exercise: project management for a clinical trial process

HOW DO PROJECT MANAGEMENT METHODS AND TOOLS WORK FOR YOUR PROJECT?

- Managing schedule, milestones, interactions, and dependencies

- Capacity planning and resource allocation
- Conflict resolution and negotiation
- Risk management plans – what to consider

HOW DO YOU MANAGE COSTS?

- Budgets and timesheets
- Budget planning and forecasting
- Managing scope and reporting progress

HOW TO MAKE PROJECT TEAMWORK EFFECTIVE?

- Team growth management
- Communication styles
- Proximate and distant communication
- Managing stakeholder engagement

HOW DO YOU APPLY PROJECT MANAGEMENT TO CRO AND PARTNER OVERSIGHT?

- Types of CRO management
- Maintaining the CRO's accountability
- Patient recruitment and other challenges
- Reports and how to know what is happening on your project

HOW TO MANAGE THE DOCUMENTATION?

- Essential documentation required
- Approaches to documenting procedures

Case Studies Throughout

Multiple group work to practice and explore tools and techniques

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Easy Ways to Register



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