

DIA Training Course on Clinical Project Management Part I

Course #15542

16-18 September 2015

Holiday Inn – Kensington Forum, London, UK

OVERVIEW

As clinical trials become more complex and there is increasing demand for efficiency and cost effectiveness, the knowledge and skills required to manage all aspects of a clinical project are critical.

This course provides a comprehensive foundation in clinical project management. Using the Project Management Body of Knowledge (PMBOK®) as a guide, participants will be taught how to apply project management strategies, tools and techniques to their clinical trial projects.

In two independent modules of three days each, the following topics will be covered:

Part I:

- Project Definition and Organisational Context
- Project Management Tools and Techniques
- Scope Management, Resource Estimating and Budget Management of a Clinical Trial

Part II:

- Project Quality Management
- Project Risk Management
- Communication and Stakeholder Management
- Procurement Management
- Team Management and Leadership Skills

Clinical Project Management I and II are taught as two independent modules. Participants will gain the most benefit from the course if they enrol in both modules.

This course includes many practical examples and case studies which will enable participants to successfully implement and manage their own clinical trial projects effectively.

LEARNING OBJECTIVES

At the conclusion of this course, participants should be able to:

- Define a project, and differences in organisational structures as well as their impact on leading a clinical trial
- Identify the processes required to successfully plan, execute, monitor and control as well as close-out a complex clinical trial
- Define, plan, manage and verify the scope of a clinical trial, estimate the resource needs and sequencing activities to produce a project schedule (Network Diagram and Gantt Chart)
- Estimate and control budgets for clinical trials

Participants will complete a knowledge check at the end of the course and will be provided with feedback to ensure learning objectives are attained.

KEY TOPICS

- Project Definition and Organisational Context
- Project Management Strategies, Techniques and Tools
- Defining the Scope of a Project
- Resourcing and Scheduling
- Budgeting and Controlling

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COURSE FACULTY

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CONTINUING EDUCATION

DIA meetings and training courses are generally approved by the Commission for Professional Development (CPD) of the Swiss Association of Pharmaceutical Professionals (SwAPP) and the Swiss Society of Pharmaceutical Medicine (SGPM) and will be honoured with credits for pharmaceutical medicine. All participants are eligible for these credits.

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DIA volunteers, members and staff provide a comprehensive catalogue of conferences, workshops, training courses, scientific publications and educational materials, throughout the year, all around the world.

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DAY 1**08:00** **REGISTRATION****08:45** **WELCOME AND INTRODUCTION****09:00** **SESSION 1****PROJECT MANAGEMENT FRAMEWORK**

During this session participants will learn the definition of a project, understand the difference between project work and production, and identify how project management should fit into their business. We will briefly also touch upon programme and portfolio management. In addition, we will discuss how – depending on the nature of the organisation – the project management context can change, together with the role and responsibility of the project manager.

10:30 **COFFEE BREAK****11:00** **SESSION 1 (CONTINUED)****PROJECT MANAGEMENT FRAMEWORK****12:00** **SESSION 2****CASE STUDY: PROTOCOL PRESENTATION****12:30** **LUNCH****13:30** **SESSION 3****INTEGRATION MANAGEMENT CONCEPTS**

Project Integration Management, one of the Project Management Body of Knowledge (PMBOK's) (knowledge areas) is about identifying, defining, combining, unifying, and coordinating the 42 (formerly 44) project management processes as defined by PMBoK. Particular emphasis is given to developing two fundamental project documents: the project charter, and the project management plan.

15:00 **COFFEE BREAK****15:30** **SESSION 3 (CONTINUED)****INTEGRATION MANAGEMENT CONCEPTS****17:30** **KNOWLEDGE CHECK PART 1****17:45** **DRINKS RECEPTION****18:30** **END OF DAY ONE****COURSE VENUE****Holiday Inn London – Kensington Forum**

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DIA has blocked a limited number of hotel rooms for the course participants from 15 to 19 September 2015 at the rate of GBP 168.00 per single room per night including Full English Breakfast, taxes and service fee. In order to book a hotel room, please call the hotel directly and quote the booking reference "P9N". The room rate is available until 4 August 2015 or until the room block is sold-out, whichever comes first. Cancellations received after 4 August 2015 will be subject to cancellation fee of 100% of the booking value.

DAY 2**08:30** **SESSION 4****SCOPE MANAGEMENT**

During this session, participants will learn how to develop a project scope management plan, and how to implement it, thereby planning the project scope as well as verifying and controlling the scope. Particular emphasis will be given to the development of the Work Breakdown Structure (WBS) and the WBS dictionary, with examples of their practical implementation in the daily work of the project manager. The project scope, as defined by the WBS, is the basis for all further project planning for all other PMBoK areas, and is also continuously affected by the respective planning, execution and/or monitoring and controlling activities.

10:00 **COFFEE BREAK****10:30** **SESSION 4 (CONTINUED)****SCOPE MANAGEMENT****12:00** **LUNCH****13:00** **SESSION 5****PROJECT TIME MANAGEMENT**

This session covers all processes and knowledge required to understand how to create a project schedule, either manually or with the help of software. Scheduling also covers resource estimating, algorithms for estimating durations, tools and techniques to control the schedule, as well as ways to accelerate the project timelines with the respective implications for the project (e.g. increased costs or risks)

15:00 **COFFEE BREAK****15:30** **SESSION 5 (CONTINUED)****PROJECT TIME MANAGEMENT****17:00** **KNOWLEDGE CHECK PART 2****17:15** **END OF DAY TWO****DAY 3****09:00** **SESSION 6****PROJECT COST MANAGEMENT**

Participants will learn how to estimate costs for individual activities or work packages, and how to develop a project budget (forecast). Thereafter we will focus on understanding the basic algorithms of Earned Value Analysis; the most widely accepted technique for project cost controlling.

10:30 **COFFEE BREAK****11:00** **SESSION 6 (CONTINUED)****PROJECT COST MANAGEMENT****12:30** **LUNCH****13:30** **SESSION 7****PM DISASTER AVOIDANCE****16:00** **KNOWLEDGE CHECK PART 3****16:15** **END OF TRAINING COURSE**

Unless otherwise disclosed, DIA acknowledges that the statements made by speakers are their own opinion and not necessarily that of the organisation they represent, or that of the DIA. Speakers and agenda are subject to change without notice. Recording during DIA sessions is strictly prohibited without prior written consent from DIA.

REGISTRATION FORM

Clinical Project Management Part I# 15542 | 16-18 September 2015 | London, UK

REGISTRATION FEES

Registration fee includes refreshment breaks and lunches and training course material. Please check:

FEES	MEMBER	NON-MEMBER
INDUSTRY	€ 1'840.00 <input type="checkbox"/>	€ 2'000.00 <input type="checkbox"/>
ACADEMIA/CHARITABLE/GOVERNMENT/NON-PROFIT (FULL-TIME)	€ 920.00 <input type="checkbox"/>	€ 1'080.00 <input type="checkbox"/>
Join DIA now to qualify for the member rate	€ 130.00 <input type="checkbox"/>	

If DIA cannot verify your membership upon receipt of registration form, you will be charged the non-member fee.

DIA MEMBERSHIP

Join DIA now to qualify to save on future events and to receive all the benefits of membership. Visit www.DIAHome.org and click on Membership for more details.

Payment is due 30 days after registration and must be paid in full by commencement of the course.

The DIA Europe, Middle East & Africa Contact Center Team will be pleased to assist you with your registration from Monday to Friday between 08:00 and 17:00 CET. Tel. :+41 61 225 51 51 Fax: +41 61 225 51 52

Email: diaeuropa@diaeuropa.org Mail: DIA EMEA, K uchengasse 16, 4051 Basel, Switzerland Web: www.DIAHome.org

Cancellation Policy

All cancellations must be made in writing and be received at the DIA Europe, Middle East & Africa office four weeks prior to the event start date. Cancellations are subject to an administrative fee:

- Industry (Member/Non-member) € 200.00
- Academia/Charitable/Government/Non-profit (Full-time) (Member/Non-member) € 100.00
- Tutorial cancellation € 50.00

If you do not cancel four weeks prior to the event start date and do not attend, you will be responsible for the full registration fee.

DIA reserves the right to alter the venue and dates if necessary. If an event is cancelled or postponed, DIA is not responsible for airfare, hotel or other costs incurred by registered attendees. Registered attendees are responsible for cancelling their own hotel and travel reservations.

Transfer Policy

You may transfer your registration to a colleague prior to the start of the event but membership is not transferable. Substitute attendees will be responsible for the non-member fee, if applicable. Please notify the DIA office of any such substitutions as soon as possible.

Photography Policy

By attending the event, you give permission for images of you, captured during the conference through video, photo, and/or digital camera, to be used by DIA in promotional materials, publications, and website and waive any and all rights including but not limited to compensation or ownership.

ATTENDEE DETAILS

Please complete in block capital letters or attach the attendee's business card here.

Prof Dr Ms Mr

Last Name

First Name

Job Title

Company

Address

Postal Code

City

Country

Telephone Number

Fax Number

email (Required for confirmation)

PAYMENT METHODS

Credit cards: Payments by VISA, Mastercard or AMEX can be made by completing the details below. Please note that other types of credit card cannot be accepted.

Please charge my VISA MC AMEX

Card N°

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Cardholder's Name

Bank transfers: When DIA completes your registration, an email will be sent to the address on the registration form with instructions on how to complete the bank transfer. Payments in EURO should be addressed to "Account Holder: DIA." Please include your name, company, Course ID # 15542 as well as the invoice number to ensure correct allocation of your payment.

Payments must be net of all charges and bank charges must be borne by the payer. **If you have not received your confirmation within five working days, please contact DIA Europe, Middle East & Africa.**

By signing below, I confirm that I agree with DIA's Terms and Conditions of booking. These are available from the office or on <http://www.diahome.org/EUTerms>

Date

Signature