

Agenda

The times listed here are approximate, and the duration of the sessions may be adjusted by the instructor depending on the circumstances of the class.

Day One

7:30 am - 8:00 am	Continental Breakfast & Registration
8:00 am - 10:00 am	Session 1 <ul style="list-style-type: none">• Welcome and Introductions• Definition of project management• Areas of influence for a project manager• Course definition of project management• Forming a project plan• Timelines and flowcharting
10:00 am - 10:30 am	Morning Break
10:30 am - 12:00 pm	Session 2 <ul style="list-style-type: none">• Controls and how to control a project• Choosing which items and processes to control• Measurement of a project• Developing objective criteria for project attributes
12:00 pm - 1:00 pm	Lunch
1:00 pm - 2:30 pm	Session 3 <ul style="list-style-type: none">• Reporting on a project• Worked example
2:30 pm - 3:00 pm	Afternoon Break
3:00 pm - 4:30 pm	Session 4 <ul style="list-style-type: none">• Organizational structures• Assigning responsibility for project operations• Working exercise: Project management for a clinical trial process
4:30 pm	Questions
5:00 pm	Adjourn

Agenda (Continued...)

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Day Two

7:30 am - 8:00 am	Continental Breakfast
8:00 am - 10:00 am	Session 5 <ul style="list-style-type: none">• Review of Day One and questions arising• Progress versus control reporting
10:00 am - 10:30 am	Morning Break
10:30 am - 12:00 pm	Session 6 <ul style="list-style-type: none">• Contract versus project management• Capacity planning and resource allocation• Conflict resolution• Budgets and timesheets
12:00 pm - 1:00 pm	Lunch
1:30 pm - 2:30 pm	Session 7 <ul style="list-style-type: none">• Project management and CTMS tools• Managing a project team• Communications
2:30 pm - 3:00 pm	Afternoon Break
3:00 pm - 4:00 pm	Session 8 <ul style="list-style-type: none">• Provider management (e.g., CRO, site)• Documenting your project management system• Review of Days 1 and 2
4:00 – 4:30 pm	Wrap-up/Evaluations
4:30 pm	Adjourn

