



Effective Project Management

Teaches project management skills for the pharmaceutical and allied industries. Participants will learn the important techniques and aspects of project management, such as cost control, estimation and tracking, planning, and validation. As important as the technology is, however, it is the people who must execute those parts of the project. As a project manager you must get them to work together; not only the core project team but also all those individuals who contribute part time.



They have to be committed to the goals of the project or you will not meet your objectives. *Gathering the project team into this seminar is a great way to kick off a project.* Most Project Management seminars concentrate on the use of tools such as PM software. **Effective Project Management** concentrates on that 'Swiss Army Knife' of all tools, the human being.



Who Should Attend: Pharmaceutical and Bio industry: Project managers, engineers; quality, logistics, R&D, maintenance, production team members and business managers who are an integral part of a developmental or capital project.

Class Length: Two days

Maximum Class Size: 20

Course Prerequisites: Participants must have a working knowledge of cGMP's.

Course Objectives: At the conclusion of the class a participant will have an understanding of the following:

- Assembling a strong project team. How to make the best use of the flexibility you have available
- Setting project objectives.
 - How to set SMART (Specific, Measurable, Achievable, Relevant, and Time-based) objectives for the project
 - Building in compliance from the beginning
 - The hidden implications of product specifications that will impact profitability throughout the life of the product
- Establishing goals for subteams and individuals
- The initial feasibility study.
 - What is the IP environment?
 - Will the project meet your company's Return On Investment hurdle?
 - Rough cost and profit calculations
- Cost estimation and tracking
- Strong manager versus weak manager concept

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- Working within a large organization
- Working with many different organizations
- Fundamentals of planning. How much is enough?
 - The time dimension: Gantt charts, etc.
 - Writing and distributing schedules
 - Learn how to keep a project on time and on budget
- How to keep the project on track when you and the team members are juggling other priorities
- Stage-Gate and other project management methods. Coordinating multiple parallel pathways.
- Establishing milestones to help you monitor the schedule and to prompt decision making on a timely basis.
- Getting things done
 - Action item tracking
 - Accountability
 - Motivation
 - Competing priorities
- Meeting management. How many? How long? Who?
- How to harness diversity and conflict to arrive at the best creative solutions.
- Stakeholder communications. The need for upper management to empower and motivate the team. The importance of early warning when trouble looms.
- How to build and present the case for more resources before they are needed.
- Capital projects.
 - How to synchronize the efforts of the owner/operator, prime consultants, vendors, and quality assurance
 - The 1:10:100:1000 rule
- How early accounting of IQ/OQ/PQ documentation requirements can ease start-up pains
 - The importance of early definition and quantification of Key Process Parameters during the development phase
 - The need for a solid Validation Master Plan
- Best practices in commissioning and qualification
- Project management software: benefits and limitations
- The Innovation Cycle. How to make it turn faster
- Recognition for jobs well-done
- Case study