

# Clinical Project Management: Introduction to Practical Clinical Trial Planning for Project Managers

## Course Description

This course is an introduction to clinical project management in the pharmaceutical industry. The focus is on individuals who want to learn basic project management skills and how they can be applied to the drug development process, especially in the management of clinical trials. The needs of relatively new project managers who are not familiar, or experienced, with specific technical tasks involved in clinical trial management are addressed. There is specific focus on the need to anticipate, understand, and implement detailed project management activities in a proactive manner. This course includes discussion of a highly detailed and fully developed clinical trial management process map. Discussions of the process map are practically oriented with emphasis given to useful advice that, when implemented, will assist with trial management.

## Who Should Attend

- New Project Managers
- Project Managers with little or no drug development or clinical trial experience
- Staff from Pharmaceutical Companies or Contract Research Organizations (CROs) involved with the management of clinical trials
- New Clinical or other Project Team Leaders who will be managing projects
- Managers unfamiliar with clinical project management

- New Clinical, Regulatory, and Department Staff who will design clinical trial programs
- Clinical Research Associates, Data Managers or others interested in transitioning into clinical trial management
- Project Team Leaders with limited direct clinical trial experience who will be managing drug development programs and supervising project managers

## Instructors

Courses are taught by one of the following instructors:

Susan Bassion, Ph.D.	Randy Dunson
Madja Benhouyn	Kenny Jones
L. Joshua Davis III, M.P.H.	Eric Morfin, MBA, PMP

## You Will Learn To

- Develop a project plan
- Manage project timelines
- Use project management tools effectively
- Build high performance project teams
- Gather performance metrics and use them to improve project success
- Identify reasons to outsource and choose a contractor
- Write optimal policies and procedures for clinical trial management
- Understand, in detail, all aspects of clinical trial operation

## Interactive Exercises

- Identification of Project Management Issues
- Troubleshooting Clinical Trial Issues
- Mastering Process Mapping Skills

## Course Outline

### Day One: 8:30 a.m. – 5:00 p.m.

- **Introduction to Project Management:** Overview of project management; roles and responsibilities of a project manager; establishing project teams
- **Project Planning:** Developing a project plan; project projections; analyzing risks and challenges; templating study activities
- **Process Mapping as a Planning and Management Tool:** Why map a process; types of mapping; dissection of the clinical trial process; creation of process maps from trial planning through final clinical study report
- **Timeline Management:** Understanding project scope; creating realistic timelines; monitoring the timeline

### Day Two: 8:00 a.m. – 4:00 p.m.

- **Management of Project Budgets:** Creation of project budgets; ongoing financial monitoring
- **Project Tracking:** Tracking requirements; identifying and establishing project metrics; project meetings
- **Ongoing Project Management**
- **Communication and Team Building:** Team building; motivating and mentoring team members; conflict solution; communication strategies; effective communication skills
- **Contractors – Managing Outsourcing:** Factors influencing outsourcing; choosing a contractor; determining out of scopes

## Course Dates and Locations REGISTER EARLY AND SAVE! (See Page 71 for Hotel Reservation Instructions.)

**July 22-23, 2008**  
**San Diego, CA**

Courtyard San Diego Downtown  
Course #: SPMD0708  
\$1,495.00 by June 13  
\$1,695 after June 13

**September 16-17, 2008**  
**Boston, MA**

Hyatt Regency Boston  
Course #: SPMB0908  
\$1,495.00 by August 8  
\$1,695 after August 8

**October 28-29, 2008**  
**San Francisco, CA**

Hilton San Francisco  
Course #: SPMF1008  
\$1,495.00 by September 19  
\$1,695 after September 19

**November 20-21, 2008**  
**Philadelphia, PA**

Renaissance Philadelphia Airport  
Course #: SPMA1108  
\$1,495.00 by October 17  
\$1,695 after October 17

## Registration

- **ON-LINE:** [www.barnettinternational.com](http://www.barnettinternational.com)
  - **FAX or MAIL:** Submit Registration Form (back cover) with Payment to Barnett Customer Service
- For assistance, CALL (800) 856-2556

**Registration includes Tuition, Networking Lunches, Refreshments, and all Educational Materials.**

**Team Discounts Available!**

**Hold This Course at Your Company! Call (800) 856-2556 for more information.**



**Accreditation:** Barnett International is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. Participants will receive 15 hours (1.5 CEUs) of continuing education credit for full participation, including the completion of a pre-test, post-test, and program evaluation. Barnett International will mail ACPE statements within three weeks of program completion. ACPE#: 778-000-07-014-L01-P. Released: 11/07.