

Effective Project Management

Understand and apply the principles of good project management practice so that you can define, plan and manage a clinical trial and other work projects.

What Is The Course About?

This course provides you with the knowledge of good project management practice. These skills help you to plan and manage any project, clinical trial or otherwise, and to be confident that you are doing the best possible job from a technical project management standpoint. Although these tools are generic, exercises and discussions will show you how to practically apply them to clinical trials.

By the end of this course, you will:

- Understand PMI and their project management body of knowledge, and how it fits together
 - Maximise the success of your project
 - Plan and manage scope, quality, resources, timelines, budget, risk and stakeholders
 - Ensure that your project will be run efficiently and effectively
 - Explain and demonstrate how to apply project management techniques to clinical trials
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The Trainer

Rachel Harrison

Rachel specialises in helping organisations and people to make change and move forward. Based in London since 1997, Rachel has been consulting, training, researching and writing on management and leadership, organisational development, cross cultural communications, working with change and conflict resolution. She has an international portfolio, working across Europe and the United States. Rachel has a great deal of experience in working within the health care industry. She offers an excellent track record in training and consultancy within the pharmaceutical industry as well as writing, training and research for the NHS executive and research networks. Relevant publications include Management and Leadership in clinical research, published by the ICR in 2006.

Rachel draws on an extensive background in arts and media to create different, dynamic and creative learning programmes and uses her expertise in communications to work very successfully with a rich diversity of organisations in the public, private and voluntary sectors. Prior to 1997, she worked for the BBC as a senior education advisor, project managing large social action campaigns and creating award winning educational materials. Before joining the BBC, she was a senior lecturer in performing arts and artistic director of an oxford-based theatre company.

Rachel has a first degree in English and philosophy and a Masters Degree in Education. She also holds postgraduate diplomas in informal education and in drama-therapy.

Course Fee: £1,590 +vat

If you book on the course more than 9 weeks in advance, a 10% discount will be applied.

Location: The Regency Hotel, 100 Queens Gate, South Kensington, London, SW7 5AG

For more information about this or any of our other courses or services, please call us on +44 (0)118 975 4512 or visit our website www.rostrumtrainingsolutions.com

Programme

Effective Project Management

DAY ONE

Introductions & Expectations

Project Managers, the PMI and the PMI Body Of Knowledge

How to Define a Clinical Trial Project

Project Definition - Group Exercise

Scope Setting - The Clinical Trial Project Work Breakdown Structure

Resourcing a Clinical Trial Project

Timeline Setting

DAY TWO

Timeline Setting (continued)

Resourcing part 2 - Loading and Levelling

Budget-Setting

Stakeholder Management

Risk Management

DAY THREE

Project Planning Summary

Managing Projects - Implementation & Control

Managing People - Individuals (internal and external)

Managing People - Teams (internal and external)

Project Close Out