



Project Management in a Regulatory Environment

Course Objective: To gain an understanding of the basic processes and underlying principles of Project Management to be implemented in pharmaceutical and biotechnology industry. Procedures for application of project management tools and criteria for their use, insight into the motivation of project participants, organization choices and their advantages and disadvantages, communication methods, and the use of various project planning and control techniques all to be applied in the pharmaceutical and related industries.

Course Description: The effective management of projects is the first line of control in the overall management of an organization. Effective Project Management requires reliable information in short time periods. The personal computer, when coupled with the right programs, can provide an excellent tool for the project manager to increase effectiveness while reducing the time spent on manipulating paper.

This course covers the essential knowledge and skills required to organize, plan and control projects of all sizes in regulatory environment. It serves as an introduction to the leadership or the management of any type of project. Emphasis is placed on practical approaches and techniques that will work within the existing organizational environment.

Course Outline:

- Regulated Industry
- Introduction to Project Management
- Functions of Project Management
- Organization
- Communicating the Job
- Planning
- Working with Vendors/Contractors
- Negotiating for Success
- Effective Presentations
- Coping with Change

- Project Control
- The Computer as a Tool
- Determining Your Needs