

Project Management For Translational Researchers

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AIMS OF WORKSHOP

The discipline of Project Management is based on putting organisational processes in place that ensure project success. By adopting this approach in their translational project, researchers will develop realistic plans for their projects and make structured choices about when to invest. They will also learn communication skills using 'scientific business language' in order to enhance their ability to influence non-technical investors and address the interests of the investor's organisation, making the project more attractive to investors.

This interactive workshop is specifically focussed on how to apply Project Management techniques to a translational projects. Delegates apply project management processes to their own Project in 'real time', leaving the workshop with completed scope documents and risk management plans, as well as learning techniques for work planning, stakeholder management, and presentation to investors etc. The course is led by an experienced Project Manager and trainer, with extensive experience of managing projects in the Pharmaceutical Industry.

COURSE CONTENT

- **Project Management:** understand how structured processes can improve the performance of your project
- **Project Lifecycles:** understand how different project lifecycles (linear, iterative) lend themselves to different planning approaches (waterfall, agile). Approaches to plan exploratory research projects
- **Milestone model:** breaking the project in phases; planning to the next milestone; Go/ No Go decision criteria
- **Scope management:** use of 'target product profile' or 'minimum viable product' to define the scope for the phase. Prioritising optional scope elements; Work Break Down Structure to define the detailed scope.
- **Planning:** overview of Gantt chart methodology; choice of visual formats to communicate timelines .
- **Risk management:** identify the key project risks, and build a plan to reduce their likelihood or impact. Understand the relationship between project risk and project value; front-loading scope to de-risk a project.
- **Stakeholder management:** learn the importance of, and approaches to actively involve key stakeholders
- **Task management:** demonstration of 'Kanban' software to manage project activities
- **Presentation skills:** tailoring your presentation to your audience. Presenting to non-technical investors

COURSE FORMAT

- Face to face workshop preferred, however virtual delivery also works well. Delegates complete exercises to create documents for their own project
- Capacity for up to 12 delegates with interactive discussions and coaching on individual projects
- Standard timing 6 hrs including breaks.
- Charge £700 plus expenses.

MY BACKGROUND

- Life Compass Consulting Ltd. Project Management consulting & training courses; career workshops
- 22 year career in diverse scientific and managerial roles at AstraZeneca, including 15 years as Project Manager. Experience of Pharmaceutical Development, Global Oncology projects, Change projects.
- INLPTA Diploma (Neuro Linguistic Programming); PMP (Project Management); D. Phil (Organic Chem).

TESTIMONIALS from previous Project Management workshops

Attendee from Edinburgh Innovations, University of Edinburgh: "Lisa's course has made me more confident in managing translational projects' - thank you!

Steve B, Instrument Engineer: "Lisa guided the group through the many techniques and skills required to be considered whilst planning and managing a project, big or small. Using her own experiences Lisa used real life examples of implementing the skills and guided the participants through working examples. The pace gave plenty of opportunities to ask questions and discuss the practicalities of project management. This was a valuable training course. I found it very interesting and wished I'd have known some of this information during previous projects"

Andrew T, Principal Scientist: "Great project management course with a good mix of practical and theory from a very experienced practitioner and trainer. Course was packed full of extremely useful tips and tricks that I have immediately implemented on my projects in the biotech industry - Thanks Lisa"

Paul S, Advanced Metallics researcher: "This project management workshop with Lisa really helped me understand how to integrate PM assets into my project work. Lisa really went the extra mile in making me understand the value of tools such as Gantt and Risk Management charts being constantly updated as live documents. It's only been a few days after the workshop and I've already identified some points of weakness relating to my project and I'm moving to adjust them accordingly. Overall this workshop was a great experience and I sincerely believe that any researcher would find it useful."

Francesca, Sheffield University: The live exercises really gave time to reflect and engage with the topics, actually trying things instead of just imagining how they could work. Discussing risks was hugely important: understanding how eliminating risks early on adds value to the project. This was a real opportunity to rethink risks in an active way, more than a passive one, which I think is extremely relevant. Overall, the workshop delivered a great set of tools to feel more aware and less overwhelmed by project organization.

Collated feedback from miscellaneous attendees: 'the most useful part of the workshop':

- Fantastic trainer, real life applications and experience 10/10 would recommend.
- This course gave me structure to my every day work- how the scope, schedule and risks are all linked to each other. I am so grateful for this course - more than you could imagine.
- The Gantt chart software tutorial and how interactive the webinar was
- The whole workshop was great. Specifically software recommendations and demos were really useful.
- Tips and techniques for personal effectiveness
- MoSCoW prioritisation for deciding which work is essential, which is optional.
- I found the discussion on personality types, and how to make the best relationships very useful. This will really impact on my work
- I have always been terrible at time management and I really would have loved to know these things earlier- thank you so much for today!