IPI Academy

MANAGEMENT forum


*Presented by*
**Management Forum**

# Clinical Research Project Management

**11-13 June 2025**
+ 22-24 October 2025

The leading clinical research project management course designed specifically for the pharma/bio industries – also applicable to those working in medical devices and animal health

**Format:**
Live online

**CPD:**
18 hours for your records

Certificate of completion

# Course overview

**Setting up and running clinical research projects is a complex process that needs effective project management.** The course includes an emphasis on the need to anticipate, understand, and implement detailed project management activities in a proactive manner. It is essential to manage clinical research projects within the set time frame, to budget and the right quality standard.

With ever-increasing pressures on clinical research professionals, the use of project management can provide essential tools and techniques and be a key factor in the successful completion of such projects including bringing a drug or medical device to market.

This interactive three-day course has been designed to provide participants with a thorough understanding of both technical and interpersonal project management skills in clinical research projects. Interactive exercises are used to aid the learner in the application of clinical project management concepts and principles so they can easily use the tools to improve the success of existing or future clinical research projects.

## Benefits of attending

- **Acquire** an in-depth understanding of technical project management methodologies and techniques to apply to clinical projects, including agile project management
- **Learn** how to incorporate these project management processes into everyday working practices and your currentcl projects
- **Understand** how to blend together both the technical aspects of project management and the essential interpersonal skills
- **Discover** how to build core competencies to become an even more effective project manager
- **Discuss** how to get the best results in a project team environment

## Who should attend?

This course has been specifically designed to address the needs of clinical research professionals as well as those in the medical device and animal health industries.

The programme will benefit both newly appointed and established project team leaders/managers in clinical research wishing to refresh or update their skills.

The course will be of benefit to:

- Project managers looking to gain experience in clinical research project management
- Project leaders that are unfamiliar with project management tools and principles
- Clinical research professionals transitioning to project management roles/functions
- Clinical trial administrators
- Medical advisers
- Data managers
- Clinical scientists
- Academic and non-commercial clinical researchers
- Regulatory authority professionals
- Service providers including CROs and contractors

# Programme

## Day 1

**What is project management in clinical research?**

- Current and emerging ways to manage projects in clinical research including agile project management
- Using a project management process for improving the success of your own clinical research projects
- Sharing experiences and lessons learned from previous clinical research projects

**Setting clear project objectives and defining the scope of clinical research projects**

- Aligning the project objectives with the strategic and financial business objectives
- Defining the result, the cost and the time
- The project brief or charter or business case

**Creating the strategy for your clinical research projects**

- Understanding the importance of having an overall strategy for your projects
- Develop and explore options
- Strategic options for clinical trial projects

**Detailed project planning of clinical research projects**

- Identifying the key project activities using a Work Breakdown Structure (WBS) and defining the work packages
- Allocate responsibilities using the responsibility matrix
- Planning a realistic schedule using Gantt analysis and setting clear milestones
- Clinical trial regulatory and GCP activities – meeting quality expectations
- Resource planning
- Budget planning
- Communication plan, Quality plan and the TMF plan
- Contracts
- Implementing risk management and contingency planning for your clinical research project
- Project management software and tracking systems

## Day 2

**Clinical trial CRO and service provider oversight and management**

- CRO Oversight
- Management of CROs/service providers on clinical research projects
- How milestones measures and reviews are used to enhance visibility and deliver results
- Good practices for managing outsourced clinical trial activities and projects

**Patient/subject recruitment and retention**

- Improving patient recruitment and retention
- Clinical trial diversity

**Project implementation and control for your clinical research projects**

- Identifying the possible causes of problems in clinical research projects
- Effective communication and how to manage stakeholders
- Overcoming enablers and constraints of your projects
- Implementing project control and reporting systems
- Metrics and KPIs
- Change requests
- Monitoring project activities, progress and performance

**Project review and closure of clinical research projects**

- Close the project
- Identifying the critical success factors and learning from mistakes for continuous improvement

## Day 3

**Clinical research pharma/bio leadership skills**

- Defining the role and skills of effective pharma project leaders
- Leadership style
- Improving your interpersonal skills as a leader

**Motivate to achieve project milestones**

- Understand the principles and practices of motivation
- Understand how to motivate different people and what motivates your project team
- Completion of a self-evaluation questionnaire

**Building pharma/bio clinical project teams**

- How to modify your leadership style to get the best results in a project team environment
- Understand team management throughout the project life cycle
- Building a high-performance team

**Optimising project communication and cross-cultural communication**

- Effective communication and how to gain project buy-in
- Preventing and overcoming misunderstandings and dealing with conflict
- Communicating effectively with the project stakeholders including cross-culturally

**Technology approaches to improve and speed up your clinical projects**

- Emerging industry initiatives for improving, accelerating, and managing clinical trial projects, AI applications.
- Decentralized and hybrid trials

**Clinical trial project time management**

- Identifying and managing common time-wasting activities in your projects
- Maximising your prime time to improve your personal performance
- Develop approaches to optimise time management

# Presenter

**Laura Brown**

Dr Laura Brown is an independent pharmaceutical project management and training consultant. Laura has more than 25 years' experience of managing clinical research projects in the pharmaceutical industry and has worked for several companies including GSK, Hoechst Marion Roussel, Good Clinical Research Practices and Phoenix International. Laura has worked as a Life Cycle Project Manager, Clinical Research Project Manager and Head of a Training organisation in the Pharmaceutical industry. Laura has completed an MBA, with specialisation in project management. She is also the external project management expert for a pharmaceutical e-learning MSc module in project management and the author of two books on the subject including Project Management for the Pharmaceutical Industry.

# Course dates

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|---|---|---|
| **11-13 June 2025** | **Live online**<br>09:30-17:00 **UK (London)** (UTC+01)<br>*Course code 14779* | GBP **1,399** ~~1,699~~<br>EUR **1,959** ~~2,379~~<br>USD **2,251** ~~2,719~~<br>**Until 07 May** |
| **22-24 October 2025** | **Live online**<br>09:30-17:00 **UK (London)** (UTC+01)<br>*Course code 15024* | GBP **1,399** ~~1,699~~<br>EUR **1,959** ~~2,379~~<br>USD **2,251** ~~2,719~~<br>**Until 17 Sep** |

## How to book

**Online:**
ipi.academy/1373

Alternatively contact us to book, or if you have any queries:

**Email:**
info@ipi.academy

**Phone:**
+44 (0)20 7749 4749

## Discounts

- Booking more than one delegate on any one date qualifies for a **15% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

## Further information

**Fee**
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

**Please note**
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

**Terms and conditions**
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

# Reviews

★★★★☆

**I got some valuable tips during [this] course.**

**Zonera Hassan**
Project Manager
CHEPLAPHARM Arzneimittel GmbH
Oct 23 2024

## Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:

**ALEKSANDRA BEER**
**Tel:** +44 (0)20 7749 4749
**Email:** inhouse@ipi.academy

**YESIM NURKO**
**Tel:** +44 (0)20 7749 4749
**Email:** inhouse@ipi.academy

IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

10-12 Rivington Street
London EC2A 3DU

ipi.academy
**Tel:** +44 (0)20 7749 4749
**Email:** info@ipi.academy