



## J18 Effective Project Management for Clinical Trials (3 Days )

26th May 2020 - 28th May 2020



**The day will start at 08:45 with registration and coffee for a prompt start at 09:15.  
We aim to finish by 17:30.**

# ICR Training

J18 Effective Project Management for Clinical Trials (3 Days )

30 CPD  
POINTS



26th May 2020 - 28th May 2020

J18

Venue - The Institute of Clinical Research Training Suite, White Waltham

[Course Outline](#)

## The Course

This practical course provides delegates with basic project management techniques that can be applied to clinical trial project management. Learning is through a combination of trainer input, discussion groups and exercises. There will be a workshop where delegates will develop a plan for tracking and managing a clinical trial case study. Delegates will receive a comprehensive course workbook.

## Learning Objectives

- Define basic project management terms
- Create a work breakdown structure and task network
- Develop a skills matrix
- Define a project schedule and conduct critical path analysis
- Analyse resource requirements
- Describe and apply a process for managing risks
- List the common parameters that need managing and tracking
- Outline a general process for dealing with variance
- Outline techniques for modifying the project plan
- Develop strategies for managing change
- Define strategies for managing and maintaining an effective project team

- Definition of Project Management terms
- The role of the Project Manager
- The life cycle of a project
- Defining a project & developing a project objective
- Project constraints
- Common parameters that need managing & tracking
- The major steps in managing a project
- Creating a work breakdown structure a task network & schedule
- Feasibility studies
- Risk assessment, risk planning and management
- Task dependencies
- Project schedules & critical path analyses
- Project tracking and dealing with variance
- Managing change
- Project close out

## Who would benefit

This course is designed for those who are new to the role of clinical trial project manager and wish to gain an insight into basic project management techniques.

## Course Fees

<b>Guest</b>	<b>£1360.00</b>
<b>ICR Member</b>	<b>£1125.00</b>
<b>ICR Member Academic</b>	<b>£915.00</b>

## Roger Joby

Roger is a chartered scientist and a member of the Association for Project Management (APM), and has been involved in the pharmaceutical industry for over 30 years.

He has experience in Clinical operations, Project Management, Proposal generation and third party contracts at all levels. He has worked as an employee or more recently as a consultant for several Pharmaceutical Companies and Clinical Research Organisations (CROs).

Roger also takes an active part in project management research, and has published several papers on the role of Earned Value Analysis in clinical research with Dr. David Bryde (Liverpool JM University).

Roger also Co-Authored the ICR Publication "Outsourcing in Clinical Research."

In addition to Earned Value, Roger is also interested in Risk Analysis, Project Pricing, Forecasting, and Stakeholder analysis.



## Pre-Course Questionnaire - To be completed by all delegates

Please complete and sent to [training@icr-global.org](mailto:training@icr-global.org) or fax to +44 01628 501 709

Course Title: J18 Effective Project Management for Clinical Trials (3 Days )

Date: 26 May 2020 - 28 May 2020

Name: .....

Company / Hospital: .....

Position / Job Title: .....

How much experience of clinical trials do you have? (Years)

.....  
.....  
.....

What are you hoping to get out of the day?

.....  
.....  
.....

State one issue/problem you would like discussed at the meeting

.....  
.....  
.....

Dietary Requirements

.....  
.....  
.....

\* The ICR will work with the venue catering team and endeavour to accommodate specific dietary requirements e.g. Vegetarian/Vegan/Gluten Free - however it may not be possible to cover all requests for dietary preferences.



**Address:** The Institute of Clinical Research Training Suite, Suite 1, Cedar Court Grove Business Park White Waltham, Berkshire, SL6 3LW

The ICR's training suite is situated near the charming village of White Waltham. Located just off the A404, with connections by road or rail.

The Institute of Clinical Research Training Suite

Suite 1, Cedar Court

Grove Business Park

White Waltham

M Maidenhead

SL6 3LW

**By Car:** Join the A404 either via at J5 of the M40, or J8/9 of the M4. Follow the A404 until you reach J9A signposted to Maidenhead/Reading. Turn right at the first roundabout, then continue on that road, going straight across any subsequent roundabouts. Take the second right past the airfield. If you reach the village, you've gone too far.

Once inside Grove Park, turn left at the first mini roundabout, then right at the T junction. Turn right at the red brick building, and we are in the one furthest from the road. Park in the large car park on your right. Please contact the Secretariat using the buzzer by the door - type in 12 and then press the small bell.

**By Train:** The nearest station is Maidenhead, located on the Paddington - Reading line. We recommend getting a taxi from the station, as bus routes are sporadic. It should take roughly 15 minutes.

## Local Taxi Companies

Dot to Dot + 44 01628 200 999

Golden Executive + 44 1628 622955

Imperial +44 1628 771777

## Accommodation

The ICR does not specifically recommend any accommodation - however the following are within easy travelling distance of the training venue

Hotel or Bed & Breakfast Name	Contact number	Website	Approximate Distance to The Institute of Clinical Research
Premier Inn Maidenhead	08715 279520	<a href="http://www.premierinn.com">http://www.premierinn.com</a>	4 miles 14 minutes
Taplow House Hotel	01628 670056	<a href="https://taplowhousehotel.com">https://taplowhousehotel.com</a>	6 miles 16 miles
Bel & The Dragon	01628 521263	<a href="https://belandthedragon-cookham.co.uk/">https://belandthedragon-cookham.co.uk/</a>	7 miles 18 minutes
CIM Moor Hall	+44 1628 427500	<a href="https://moorhall.cim.co.uk/">https://moorhall.cim.co.uk/</a>	7 miles 18 minutes

There are also a number of travel websites which may allow you to identify local accommodation and special offers - e.g. expedia

# The Small Print

As a matter of policy we do not issue electronic copies of the slides used.

All ICR materials are copyrighted.

All delegates receive a delegate book.

Payment must be received in advance of a training course commencing. The ICR has the right to refuse entry for non-payment. Payment by invoice must be settled within 14 days from the date of invoice.

We understand that occasionally circumstances may change and that you will be unable to attend your chosen course. Notification of cancellation must be made in writing. If you cancel **more than 14 days prior to the event**, we will refund the course less £50 to cover administration costs. If you cancel within 14 days, no refund will be payable, but we will allow you to transfer to another course of your choice.

We will accept a change of delegate at any time without you incurring a penalty. The Institute of Clinical Research reserves the right to cancel any course that is under-subscribed but will give you 7 days notice in writing and will refund your course fees without any liability for any consequential or indirect loss.

At anytime, you may transfer to the same course within 12 months, or to another course of your choice within 6 months; a £25 administration fee will be charged for such transfers.

We may also need to change the venue but will give you 7 days notice in writing of the new location.

Programmes as published are correct, however due to circumstances beyond our control, trainers, speakers and/or the programme may need to be altered occasionally.

The ICR will work with the venue catering team and endeavour to accommodate specific dietary requirements e.g. Vegetarian/Vegan/Gluten Free – however it is not possible to cover all possible requests for dietary preferences.



Please complete and sent to [training@icr-global.org](mailto:training@icr-global.org) or fax to +44 01628 501 709

## Registration Form

Please photocopy this form for further registrations

**Course Title:** J18 Effective Project Management for Clinical Trials (3 Days ) **Course Date:** 26 May 2020 - 28 May 2020

**Membership No.:** ..... **Title(Dr,Mr,Mrs,etc):** ..... **First Name:** .....

**Surname:** ..... **Job Title:** .....

**Company Name:** .....

**Email Address:** .....

Confirmation of booking will be sent by email, unless you request here that it is sent by post ☐

Correspondence Address

**Address:** .....

**Postcode:** ..... **Country:** ..... **Telephone Number:** .....

Special Dietary Requirements

.....

Declaration

I agree to the terms and conditions of booking **Signature:** .....

Method of Payment

Please note that your place will only be confirmed when payment has been received (please tick as required)

**I wish to pay the fee of** .....

☐ I enclose a cheque payable to "The Institute of Clinical Research"

OR

☐ I wish to pay by

☐ VISA ☐ MASTERCARD ☐ DELTA ☐ EUROCARD

Card Number

Start Date     Expiry Date

**Name (as it appears on the card)** .....

**Signature of card holder** .....

OR

☐ Please invoice my company using Purchase Order Number  Invoices can only be raised when a PO no. is provided

Correspondence Address

**Address:** .....

**Postcode:** ..... **Country:** .....