

# Clinical Project Management



online

affordable

extra-occupational

industry certification

career support



# Take your next career step - become a Clinical Project Manager

The VIARES Clinical Research Project Management program is more than just training.

We aim to improve employability as Senior Clinical Research Professionals for our participants. Our setup enables participants to complete their program next to a full-time job or in a focused effort.

On successful completion of this program graduates will have acquired knowledge, skills and competencies to start as Clinical Project Manager, Study Lead or similar.

The all-online program provides an intensive training to entry-level Clinical Project Manager roles in line with industry competency framework.



## Why become a clinical research professional?

- exciting job opportunities and career perspectives
- contribute to better health care
- diversity of tasks and responsibilities
- opportunity to work in a multi-disciplinary and multi-cultural environment
- apply technical skills combined with professional skills and behaviors



## Why is VIARES different from others?

VIARES programs are built to enable you to progress in your career in clinical research. We train talents like you to become effective and responsible Clinical Project Managers. Our full-service approach makes the difference:

- join no matter where you are located as we are global
- define the schedule of activities
- access the academy for a full year
- the most affordable program and you can adjust to your preferences
- career services to improve your chance for the next job



## Who should attend

The Clinical Project Manager program will be of benefit to anyone aiming to start a career as Clinical Project Manager.

If you have a university degree in life sciences or natural sciences, and clinical research or study site work experience, you will get the most out of it.

Your work experience could be as a Clinical Research Associate, Study Site Coordinator, Project Associate, Medical Sales Representative or similar roles.

## How does the program work?

The Clinical Project Manager program consists of nine consecutive modules. You will complete each module by:

- taking your e-learning
- completing your module test
- submit your assignment work
- attending the instructor-led live webinar

Your training content is ready for you today and you have access for 12 months. Successfully complete eight competency modules to obtain your Clinical Project Manager ACADEMY certificate.

# Clinical Project Manager Program

9 Modules including webinars



Project Management Basics

Stakeholder Management

Project Conception and Definition

Project Risk Management

Project Risk Management

Project Planning

Project Critical Path and Baseline Schedule

Project Launch and Execution

Project Closure and Evaluation

# Academy Modules



## Project Management Basics

- Get familiar with project management terminology.
- Define project success criteria.
- Set up project phases correctly.
- Choose fitting tools to manage a project.
- Communicate efficiently while managing a project.
- Understand typical differences between the PM's role depending on the company type.

## Stakeholder Management

- Understand the stakeholder landscape.
- Analyze stakeholders.
- Identify key stakeholders.
- Communicate successfully with different stakeholders choosing adequate style, frequency, and the level of detail.

# Academy Modules



## Project Conception and Definition

- Understand the project external and internal environment.
- Assess how the environmental factors affect the project.
- Define requirements to make the project a success story.
- Define the project scope.
- Build a strong project definition.
- Obtain the approval for your project definition.

## Project Risk Management

- Differentiate risks, constraints, and issues.
- Identify project risks and decide on a suitable primary response strategy.
- Analyze project risks in three dimensions – likelihood, impact, and detectability.
- Quantify risks and calculate the Risk Priority Number.
- Optimize conditions for high risks.
- Monitor risks and keep them under control.
- Assess the effectiveness of your risk management process.

# Academy Modules



## Clinical Risk Management

- Understand the regulatory framework for risk management in clinical studies.
- Apply general risk management principles and procedures on clinical projects.
- Develop the Clinical Risk Management Plan.
- Use adequate tools to manage clinical study risks efficiently.
- Communicate effectively with functional teams to manage clinical study risks successfully.

## Project Planning

- Identify key stages of a project.
- Analyze whether something is missing for a successful delivery (gaps).
- Plan how to bridge the gaps.
- Assign responsibilities to your team members.
- Develop the clinical study budget.



# Academy Modules



## Project Critical Path and Baseline Schedule

- Prepare a detailed realistic plan (baseline schedule) of the project including milestones, critical path, work breakdown, and allocated resources.
- Use a well-designed baseline schedule to measure progress and manage the project in the execution phase.

## Project Launch and Execution

- Monitor study progress.
- Identify early signs of the project falling behind or going astray compared to the plan.
- Apply measures to keep the project on track.
- Apply measures to maintain GCP and regulatory compliance.
- Control study costs and handle out-of-scope requests.
- Manage and support your team during audits and inspections.
- Manage CAPA plans effectively and efficiently.
- Contribute to the timely development of the CSR.

# Academy Modules



## Project Closure and Evaluation

- Avoid project drift by proper planning, strong management, and clear communication.
- Set project completion criteria and produce an adequate Project Acceptance Checklist.
- Lead the close-out meeting.
- Evaluate the project – what went well, what went wrong and why, derive lessons learnt.



## Program Dates

The Clinical Project Management program starts on the following date:

October 05, 2020

You can take the program at your own pace yet calculate about 120-150 hours for your learning efforts.

## Academy fee

We offer a simple payment schedule to cover the full program fee. Please see the website for details.

The payment schedule of twelve installments is one of our ways to support our talents to get a top industry quality upskilling at an affordable price. There is no connection to any program duration.

All information in this document can be subject to change without notice.



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