PROJECT MANAGEMENT

Module director: Jean Dolivo

16 - 18 May 2017

at EPFL, Odyssea Building, level minus 1, classroom -1 0021

Lecturers

Jean Dolivo, Dolivo Consulting

Guest speakers:
- from Biotech Industry: Christine Deuschel, VP Portfolio & Project Management, Debiopharm S.A.
- from Medtech Industry: Jakob Lange, Account Director, Delivery Systems, Ypsomed AG

Overview

This three-day module provides the basis for understanding the key project concepts and for leading projects to success. It is delivered in a pragmatic approach with practical applications using participants’ real life projects.

An overview of the key success factors for managing a project will be presented. These factors will be analyzed in details. Participants will work in groups and apply the learnings to concrete business projects. The specifics of projects in the biotech, medtech and pharma environment will be addressed.

Goals and Learning Outcomes

- Master the key elements that make a project successful
- Learn to properly launch a project
- Manage stakeholders’ relationships
- Grasp the essentials of successful change management
- Understand how to execute projects efficiently
- Review planning techniques and tools
- Analyze project risks
- Discuss the specifics of project management in the Biotech, Medtech and Pharma environment

Evaluation

Participants will work in sub-groups on a project during and after the module. They will deliver a project plan in small teams, by Thursday May 29, 9:00. The Group work has to be sent to cmt@epfl.ch.

Prior to the module start, participants will receive a mail so they can prepare for this project work.
# Project Management

<table>
<thead>
<tr>
<th>Day / Time</th>
<th>Who</th>
<th>Main Topics</th>
<th>Assignment / Class Activities</th>
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</thead>
</table>
| Tue 16.05.2017  | Jean Dolivo             | • Project key success factors  
• Project dynamics and life cycle  
• Stakeholders management         | Work in sub-groups                |
| 09:15-10:45     |                          |                                                                             |                                   |
| 11:00-12:45     |                          |                                                                             |                                   |
| Tue 16.05.2017  | Jean Dolivo             | • Project scope  
• Objectives  
• Phasing  
• Project Portfolio Management     | Work in sub-groups                |
| 14:15-15:45     |                          |                                                                             |                                   |
| 16:15-17:45     |                          |                                                                             |                                   |
| Wed 17.05.2017  | Christine Deuschel      | • "Project Management Pharma" (C. Deuschel)  
• Organization                       | Work in sub-groups                |
| 17.05.2017      | Jean Dolivo             |                                                                             |                                   |
| 09:15-10:45     |                          |                                                                             |                                   |
| 11:00-12:45     |                          |                                                                             |                                   |
| Wed 17.05.2017  | Jakob Lange             | • Perspective from Medtech industry (J. Lange)  
• Management of change            | Work in sub-groups                |
| 17.05.2017      | Jean Dolivo             |                                                                             |                                   |
| 14:15-15:45     |                          |                                                                             |                                   |
| 16:15-17:45     |                          |                                                                             |                                   |
| Thu 18.05.2017  | Jean Dolivo             | • Risk analysis  
• Planning and follow-up            | Work in sub-groups                |
| 18.05.2017      |                          |                                                                             |                                   |
| 09:15-10:45     |                          |                                                                             |                                   |
| 11:00-12:45     |                          |                                                                             |                                   |
| Thu 18.05.2017  | Jean Dolivo             | • Communication  
• Conclusion                           | Work in sub-groups                |
| 18.05.2017      |                          |                                                                             |                                   |
| 14:15-15:45     |                          |                                                                             |                                   |
| 16:15-17:45     |                          |                                                                             |                                   |
Project Management

Reading list

Advanced Readings:

- Leading change, John P. Kotter, HBR, January 2007