PROJECT MANAGEMENT

Module director: Jean Dolivo

9 - 11 June 2015
EPFL, Quartier de l’Innovation, Building E, 1st Floor

Lecturers

Jean Dolivo, Itéral Management SA

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 situations.

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 discussed.

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 Monday June 22, 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.
<table>
<thead>
<tr>
<th>Day / Time</th>
<th>Who</th>
<th>Main Topics</th>
<th>Assignment / Class Activities</th>
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| Tue 9.06.2015    | Jean Dolivo      | • Project key success factors  
• Project dynamics and life cycle  
• Stakeholders management          |                                |
| 09:15-10:45      |                   |                                                                             |                                |
| 11:00-12:45      |                   |                                                                             |                                |
| Tue 9.06.2015    | Jean Dolivo      | • Project scope  
• Objectives  
• Phasing                                      | Work in sub-groups              |
| 14:15-15:45      |                   |                                                                             |                                |
| 16:15-17:45      |                   |                                                                             |                                |
| Wed 10.06.2015   | Jean Dolivo      | • Organization  
• Management of change  
• Risk analysis                          | Work in sub-groups              |
| 09:15-10:45      |                   |                                                                             |                                |
| 11:00-12:45      |                   |                                                                             |                                |
| Wed 10.06.2015   | Jakob Lange      | • Perspective from Medtech industry (J. Lange)  
• Project Portfolio Management             | Work in sub-groups              |
| 14:15-15:45      | Jean Dolivo      |                                                                             |                                |
| 16:15-17:45      |                   |                                                                             |                                |
| Thu 11.06.2015   | Jean Dolivo      | • Planning and follow-up  
• Communication                                |                                |
| 09:15-10:45      |                   |                                                                             |                                |
| 11:00-12:45      |                   |                                                                             |                                |
| Thu 11.06.2015   | Christine Deuschel| • "Project Management Pharma" (C. Deuschel)  
• Conclusion                              |                                |
| 14:15-15:45      | Jean Dolivo      |                                                                             |                                |
| 16:15-17:45      |                   |                                                                             |                                |
Project Management

Reading list

Advanced Readings:

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

Bill of materials

Items distributed to students during the class:

- Projecto® binder
- Projectino® booklet (summary in pocket format)

A bibliography is included in the binder.