

Cato Research

*Introduction to Project Management
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Why is project management important to CQDM?

CQDM's specificities

- Large scale multidisciplinary projects involving several collaborators
- Oriented toward clear deliverables with immediate applications at the end of the project
- Innovative projects with several technical and scientific challenges

Appropriate project management will

- Identify critical steps for the successful completion of the project
- Define the role of each investigator clearly
- Allow each participant to understand and follow the progression of the project and identify how they can contribute
- Allow a better planning of the resources needed during the project
- Identify early potential pitfalls and give the possibility to readjust
- Allow a better risk management

What is project management?

- Project management is the application of knowledge, skills, tools and techniques to project activities to meet project requirements.
- Managing a project includes:
 - Identifying requirements
 - Establishing clear and achievable objectives
 - Balancing competing demands for cost, time, scope and quality
 - Adapting the specifications, plans and approach to the different concerns and expectations of the various stakeholders

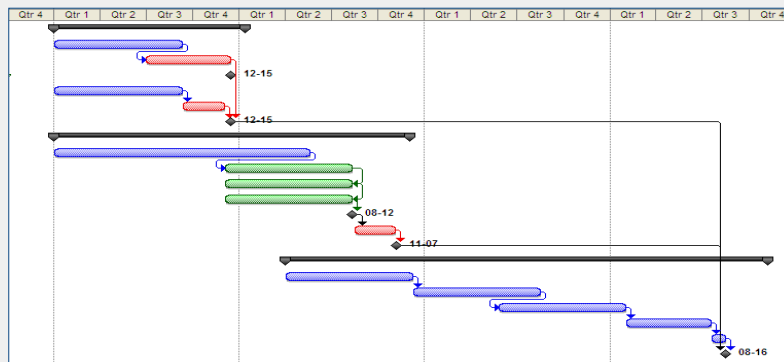
What is project management? (continued)

- Projects can be divided into phases to provide better management
 - Collectively these phases are known as the project life cycle
 - Phases are generally sequential and connect the beginning to the end
 - The project life cycle generally defines:
 - ❖ What technical work to do in each phase
 - ❖ When deliverables are to be generated, reviewed, verified, validated
 - ❖ Who is involved in each phase



CQDM expectations in project planning

- A clear definition of the milestones, critical steps, go/no go decision points and deliverables in a Gantt chart
- An understanding of the role of each investigator



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CQDM expectations in project planning

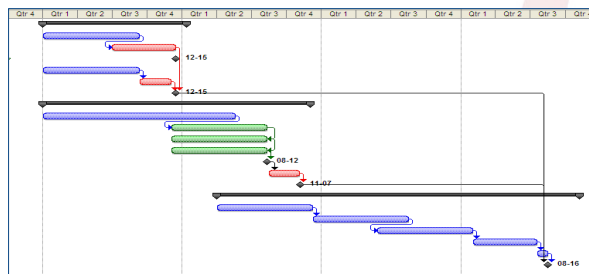
- An overview of the budget (year 1, 2 and 3), human resources and/or specific needs

ESTIMATED COSTS OF PROJECT	Year 1	Year 2	Year 3	TOTAL
Salaries and benefits (research staff, payment to students)				
Materials and supplies				
Travel expenses (conferences, seminars, symposia fieldwork)				
Publication and dissemination costs				
Services				
Overheads (maximum 15%)				
Other (please specify)				
TOTAL PER YEAR				

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Project management tool – Gantt chart

- What is a Gantt chart?
 - Type of bar chart that illustrates a project schedule
 - ❖ Activities required to accomplish the work with a duration for each
 - ❖ Show dependencies between activities
 - ❖ Highlight milestones and deliverables



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Definitions

- Milestone:
 - Major event, significant point in the project
 - May have significant impact on project progression (go/no go decision)
 - Can mark the completion of a major deliverable
- Deliverable:
 - Measurable, verifiable work product
 - Can be the result of certain project activities or end product of the project
 - Subject to approval

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CQDM's examples of deliverables

- Tangible assets with a specific use and high impact in biopharmaceutical research
- Transferable to the industry
 - ❖ Software for data analysis or data measurement
 - ❖ Validated biomarkers
 - ❖ Diagnostic tools
 - ❖ Imaging tools
 - ❖ New processes
 - ❖ Medical devices or instruments
 - ❖ Prototypes
 - ❖ Molecular signatures
 - ❖ Validated therapeutic targets
 - ❖ Delivery systems
 - ❖ Predictive algorithms
 - ❖ Etc.....

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Project management tool - Gantt chart (continued)

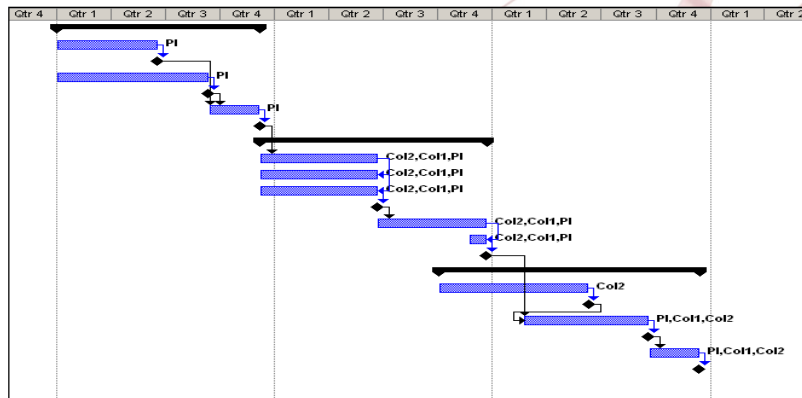
- How to get started?
 - 1 – Define project information
 - ❖ List of tasks to be performed
 - ❖ Time allotted to complete each task
 - ❖ Time constraints and deadlines
 - ❖ Task dependencies
 - ❖ Milestones
 - ❖ Resource assignment
 - 2 – Obtain Gantt chart software
 - 3 – Create Gantt chart



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Project management tool - Gantt chart (continued)

- Example:



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Helpful links

- <http://technet.microsoft.com/fr-ca/bb738012.aspx>
 - MS Project - free trial period of 60 days (French site)
- http://trial.trymicrosoftoffice.com/trialcanada/product.aspx?re_ms=oo&family=project&culture=fr-CA
 - MS Project - free trial period of 60 days (French site, but download is available in both English and French)
- <http://www.ganttproject.biz/>
 - Free Gantt software
- <http://www.openworkbench.org/>
 - Free Gantt software

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This presentation will be available on our web site –www.cqdm.org

Merci de votre attention!

Thank you for your participation!

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