



PDA EU00160 Managing Technology Transfer Projects in Pharma

Thursday, 14 September 2023

09:00	Attendee's Introduction
09:15	PDA Overview, Course Introduction and Expectations
09:45	<p>Technology Transfer in Pharma Part I</p> <ul style="list-style-type: none"> What is a project in pharma? Main principles & final scope Terminology Types of TTs Main aspects of Technology Transfer and success key factors: technical and organizational aspects <p><i>Breakout:</i> Provide the framework where pharma technology transfer takes place with reference to most common used terms and TT aspects</p>
10:50	Coffee Break
11:05	<p>Technology Transfer in Pharma Part II</p> <ul style="list-style-type: none"> Regulatory & quality framework Pharma project lifecycle and main steps GMP aspects of Technology Transfer
12:00	<p>Team Role in Pharma</p> <ul style="list-style-type: none"> Team setting and organizational aspects Org Chart approaches Functions RACI in each single step <p>Stakeholders' Analysis Part I</p> <ul style="list-style-type: none"> Stakeholders map analysis and main team dynamic principles <p><i>Breakout:</i> We will learn how to navigate in a pharma technology transfer space, focusing on the key actors and how they interact to succeed</p>
13:00	Lunch Break
14:00	<p>Stakeholders' Analysis Part II</p> <ul style="list-style-type: none"> Exercise <p>Project Management Technology Transfer Projects</p> <ul style="list-style-type: none"> PM role in Technology Transfer TT Team RACI Skills Leadership styles <p><i>Breakout:</i> In Pharma TT people have a crucial role. We will understand better stakeholders' roles, behaviors and management and role of the PM</p>
15:45	Coffee Break
16:00	<p>Pharma Tech Transfer Projects Governance</p> <ul style="list-style-type: none"> Governance standard approach in pharma Project governance tools



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- Timelines definition
- Planning and execution control tools
- Resources allocation main principles
- Lesson learnt
- Project closure
- Focus on CDMO Technology Transfer

Pharma Tech Transfer Projects Risk Management

- Risk Management in pharma principles
- Risk Management tools

Breakout: Pharma TT project clearly is a complex project; we will learn the fundamental tools to be used to govern it and boost it.

17:15

Q&A

18:00

End of Training Course Day 1

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Friday, 15 September 2023	
09:00	<p>Pharma Tech Transfer Projects Risk Management</p> <ul style="list-style-type: none"> Exercise <p>Change Management</p> <ul style="list-style-type: none"> Project change Change management process Change management plan Knowledge transfer assessment <p><i>Breakout:</i> Risk and changes management are fundamental aspects of the Technology Transfer. In this session we will learn how to handle them in a structured and effective way</p>
10:45	Coffee Break
11:00	<p>Case Studies</p> <p><i>Breakout:</i> Real examples of Technology Transfers</p>
12:30	Lunch Break
13:30	<p>Technology Transfer Workshops</p> <ul style="list-style-type: none"> Project chart creation Stakeholder map definition Costs and business case evaluation Technology Transfer timeline principles and Gantt definition <p>Focused A: Technology Transfer from Development to Commercial</p> <p>Focused B: Technology Transfer from Commercial to Commercial</p> <p>Conclusions and take away</p> <p><i>Breakout:</i> At the end of this second day, we will have applied tools and concepts explained in day 1 in a real technology transfer project. We will start together defining the framework and as a team we will define timelines, assign roles, calculate allocation of resources, identify, and quantify risks and build a contingency plan to mitigate those risks.</p>
15:30	Q&A
16:00	End of Training Course