



# CRED Project Management for Regulatory Affairs Professionals

London

21-22 April 2026

## Day 1

Time	Presentation	Presenter
09:30	<b>Welcome from TOPRA</b>	<b>TOPRA</b>
09:40	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Welcome &amp; domestics</li> <li>• Introduction to the speakers</li> <li>• Course overview/objectives</li> <li>• Your aims/objectives?</li> <li>• Your introduction (including personal aims)</li> </ul>	<b>Joe Cheal</b> Imaginarium
10:10	<b>What is Project Management</b> <ul style="list-style-type: none"> <li>• What is a project?</li> <li>• Life cycle: The four-stage project               <ul style="list-style-type: none"> <li>◦ Define (what/why), Plan (how), Implement, Final Review</li> <li>◦ The Fantasy – Reality Gap</li> </ul> </li> <li>• The Time Cost Quality Triangle... plus the missing piece!</li> <li>• Qualities of effective project managers</li> </ul>	<b>Joe Cheal</b> Imaginarium
11:10	<b>Tea/ Coffee break</b>	
11:30	<b>Project Management and how it fits with Regulatory Affairs</b> <ul style="list-style-type: none"> <li>• Definitions</li> <li>• Examples of regulatory projects               <ul style="list-style-type: none"> <li>◦ Regulatory Affairs professionals as Project Managers</li> <li>◦ Regulatory Affairs professionals and Generative Artificial Intelligence</li> </ul> </li> </ul>	<b>Sinéad Usher</b> SMART Regulatory Services
12:15	<b>Stage 1: Defining</b> <ul style="list-style-type: none"> <li>• What is the defining stage?</li> <li>• The Pre- Project 'P's</li> <li>• Identifying stakeholders</li> <li>• Project kick-off meeting               <ul style="list-style-type: none"> <li>◦ Scope</li> </ul> </li> <li>• Risk               <ul style="list-style-type: none"> <li>◦ Contingency planning</li> </ul> </li> </ul>	<b>Joe Cheal</b> Imaginarium
12:45	<b>Lunch</b>	
13:30	<b>Stage 1: Defining (Cont.)</b>	<b>Joe Cheal</b> Imaginarium
14:30	<b>Tea/ Coffee break</b>	
14:50	<b>Stage 2: Planning</b> <ul style="list-style-type: none"> <li>• Work Breakdown Structure               <ul style="list-style-type: none"> <li>◦ Roles &amp; responsibilities</li> </ul> </li> <li>• Gantt/Timeline Charts               <ul style="list-style-type: none"> <li>◦ Working with charts</li> <li>◦ Milestones</li> </ul> </li> <li>• Communication &amp; reporting Plans</li> </ul>	<b>Joe Cheal</b> Imaginarium  <b>Oliver Rick</b> Reg One
16:20	<b>Review of the day</b>	
16:40	<b>Close</b>	



## Day Two

<b>Time</b>	<b>Presentation</b>	<b>Presenter</b>
<b>09:10</b>	<b>Introduction</b>	<b>Joe Cheal</b> Imaginarium
<b>09:30</b>	<b>Stage 3: Implementation</b> <ul style="list-style-type: none"> <li>• Project delivery: Staying on track and within budget (time-cost-quality)</li> <li>• Handling change and handovers</li> <li>• Key skills:               <ul style="list-style-type: none"> <li>○ Juggling projects and everyday work</li> <li>○ Delegation</li> <li>○ Chairing project review meetings &amp; how to maintain control</li> <li>○ Dealing with 'difficult' people (with different priorities)</li> <li>○ Maintaining motivation</li> </ul> </li> </ul>	<b>Joe Cheal</b> Imaginarium
<b>10:30</b>	<b>Tea/ Coffee break</b>	
<b>10:45</b>	<b>Stage 3: Implementation Cont'd</b>	<b>Joe Cheal</b> Imaginarium
<b>11:30</b>	<b>Stage 4: Final Review</b> <ul style="list-style-type: none"> <li>• Why review the project (and why does it not always happen)?</li> <li>• Making the reviews useful</li> <li>• Key questions to ask, e.g.:               <ul style="list-style-type: none"> <li>○ What to do differently next time?</li> <li>○ What to do now – follow up?</li> <li>○ How to celebrate?</li> </ul> </li> <li>• Recording &amp; sharing information/ lessons learnt</li> </ul>	<b>Joe Cheal</b> Imaginarium
<b>11:45</b>	<b>A Regulatory Project – knowledge transfer</b> <ul style="list-style-type: none"> <li>• Project Plan</li> <li>• Delivering the plan</li> <li>• Identifying risks</li> <li>• Optimising experiences</li> </ul>	<b>Gurdeep Bhangra</b> IQVIA Limited
<b>12:15</b>	<b>Lunch</b>	
<b>13:00</b>	<b>Case Study: A Regulatory Project</b> <i>Tea/ coffee to be taken during case study</i>	<b>Sinéad Usher</b> SMART Regulatory Services
<b>15:15</b>	<b>Case Study Feedback</b>	<b>Sinéad Usher</b> SMART Regulatory Services
<b>16:30</b>	<b>Next steps</b>	<b>Oliver Rick</b> Reg One
<b>17:00</b>	<b>Review and discussion</b>	<b>Oliver Rick</b> Reg One
<b>17:15</b>	<b>Close of Meeting</b>	