

CRED Project Management for Regulatory Affairs Professionals Online

12 - 13 November 2026

Day 1

Time	Presentation	Presenter
09:30	Welcome from TOPRA	TOPRA
09:40	Introduction • Welcome & domestics • Introduction to the speakers • Course overview/objectives • Your aims/objectives? • Your introduction (including personal aims)	Joe Cheal Imaginarium
10:10	What is Project Management • What is a project? • Life cycle: The four-stage project ◦ Define (what/why), Plan (how), Implement, Final Review ◦ The Fantasy – Reality Gap • The Time Cost Quality Triangle... plus the missing piece! • Qualities of effective project managers	Joe Cheal Imaginarium
11:10	Tea/ Coffee break	
11:30	Stage 1: Defining • What is the defining stage? • The Pre- Project 'P's • Identifying stakeholders • Project kick-off meeting ◦ Scope • Risk ◦ Contingency planning	Joe Cheal Imaginarium
12:15	Stage 1: Defining (Cont.)	
13:00	Lunch	
13:45	Stage 2: Planning • Work Breakdown Structure ◦ Roles & responsibilities • Gantt/Timeline Charts ◦ Working with charts ◦ Milestones • Communication & reporting Plans	Joe Cheal Imaginarium
15:15	Tea/ Coffee break	
15:30	Stage 3: Implementation • Project delivery: Staying on track and within budget (time-cost- quality) • Handling change and handovers	Joe Cheal Imaginarium
16:30	Review of the day	
16:45	Close	

Day Two

Time	Presentation	Presenter
09:10	Introduction	Joe Cheal Imaginarium
09:15	Stage 3: Implementation Cont'd • Key skills: ◦ Juggling projects and everyday work ◦ Delegation ◦ Chairing project review meetings & how to maintain control ◦ Dealing with 'difficult' people (with different priorities) ◦ Maintaining motivation	Joe Cheal Imaginarium
10:30	Stage 4: Final Review • Why review the project (and why does it not always happen)? • Making the reviews useful • Key questions to ask, e.g.: ◦ What to do differently next time? ◦ What to do now – follow up? ◦ How to celebrate? Recording & sharing information/ lessons learnt	Joe Cheal Imaginarium
10:45	Tea/ Coffee break	
11:00	Project Management and how it fits with Regulatory Affairs • Definitions • Examples of regulatory projects ◦ Regulatory Affairs professionals as Project Managers Regulatory Affairs professionals and Generative Artificial Intelligence	Sinéad Usher SMART Regulatory Services
11:45	A Regulatory Project – knowledge transfer • Project Plan • Delivering the plan • Identifying risks • Optimising experiences	Gurdeep Bhangra IQVIA Limited
12:15	Lunch	
13:00	Case Study: A Regulatory Project	Sinéad Usher SMART Regulatory Services
14:00	Tea/Coffee break	
14:15	Case Study Feedback	Sinéad Usher SMART Regulatory Services



15:15 Next steps

Sinéad Usher
SMART Regulatory
Services

15:45 Review and discussion

Gurdeep Bhangra
IQVIA Limited

16:00 Close