

# PCMG's Outsourcing Essentials Course 2019

## Indicative agenda

21st & 22nd May 2019, Millennium Knightsbridge Hotel, London

### Tuesday 21<sup>st</sup> May

*Chaired by: Jean Edwards & David Davies*

<b>09:00</b>	<b>Welcome, introductions, objectives, specific areas of interest</b>	<b>Antje Hindahl</b>
<b>09:30</b>	<b>Module 1: Strategies, suppliers and sourcing approaches</b> <ul style="list-style-type: none"> <li>• General introduction to outsourcing</li> <li>• Designing an outsourcing strategy</li> <li>• Clinical research supplier market</li> <li>• Insourcing/outsourcing</li> <li>• Critical success factors for suppliers</li> <li>• Set up of a typical CRO collaboration</li> </ul>	<b>Julianne Hull</b>
<b>11:00</b>	<b>Coffee</b>	
<b>11:30</b>	<b>Module 2: Outsourcing process</b> <ul style="list-style-type: none"> <li>• Regulatory requirements and common inspection findings</li> <li>• Process overview from study design to final payment</li> <li>• The role of the outsourcing manager</li> <li>• Basic negotiation principles</li> </ul>	<b>Dorte Pedersen</b>
<b>12:45</b>	<b>Lunch</b>	
	<i>Chaired by: Antje Hindahl &amp; Pauline van Heiningen</i>	
<b>14:00</b>	<b>Module 3: Financial considerations pre-study</b> <ul style="list-style-type: none"> <li>• Outsourcing costs</li> <li>• Bid review and analysis</li> <li>• Preparation for negotiation</li> </ul>	<b>David Davies</b>
<b>15:30</b>	<b>Coffee</b>	
<b>16:00</b>	<b>Module 4: Legal issues in outsourcing</b> <ul style="list-style-type: none"> <li>• Development of a contract</li> <li>• Key documents</li> <li>• Contract models and change in scope documentation</li> <li>• Legal terms</li> <li>• Typical legal issues and how to overcome them</li> </ul>	<b>Antje Hindahl</b>
<b>17:15</b>	<b>Review of day, training objectives, expectations for day 2</b>	
<b>17:30</b>	<b>Close of training day 1</b>	

## Wednesday 22<sup>nd</sup> May

*Chaired by: Dorte Pedersen*

<b>09:00</b>	<b>Reflections on day 1, objectives, expectations, specific areas of interest</b>	
<b>09:30</b>	<b>Module 5: Risk management</b> <ul style="list-style-type: none"><li>• Introduction to risk management</li><li>• Using scenarios:<ul style="list-style-type: none"><li>○ Consider areas of risk in outsourcing a project</li><li>○ What contingency measures can be put in place?</li><li>○ How can these be managed and measured?</li></ul></li></ul>	<b>Julianne Hull</b>
<b>10:30</b>	<b>Coffee</b>	
<b>11:00</b>	<b>Module 6: Relationship management</b> <ul style="list-style-type: none"><li>• How to establish a relationship</li><li>• Governance</li><li>• Key success criteria</li><li>• Understand key stakeholder requirements</li></ul>	<b>Antje Hindahl</b>
<b>12:30</b>	<b>Module 7: Financial oversight during the study</b> <ul style="list-style-type: none"><li>• Financial tracking and contract management</li><li>• Change in scope</li><li>• Negotiation considerations</li></ul>	<b>David Davies</b>
<b>13:00</b>	<b>Lunch</b>  <i>Chaired by: Dorte Pedersen &amp; Jean Edwards</i>	
<b>14:00</b>	<b>Module 7: Financial oversight during the study (continued)</b> <ul style="list-style-type: none"><li>• Financial tracking and contract management</li><li>• Change in scope</li><li>• Negotiation considerations</li></ul>	<b>David Davies</b>
<b>15:00</b>	<b>Module 8: Oversight and performance management</b> <ul style="list-style-type: none"><li>• Study oversight</li><li>• Performance metrics/KPIs</li><li>• Issue management and resolution</li><li>• Using 'lessons learnt' to improve the future</li></ul>	<b>Antje Hindahl</b>
<b>16:15</b>	<b>Review of objectives and achievements</b>	<b>ALL</b>
<b>16:45</b>	<b>Training close</b>	