DEVELPMNT
(Developing Project Management Trainees)

2024 Information Session

November 15th, 2023

DEVELPMNT Team

Becca Moreci, PhD
(she/her)

Co-Director, Duke CTSI

Delisa Clay, PhD
(she/her)

Co-Director, External Partner

Goals and Expecations for the Program

- Upon completion of the program, participants will:
  - gain a greater understanding of foundational knowledge in project management
  - be able to apply basic concepts to their regular endeavors and utilize as transferable skills
  - gain insight into pursuing project management as a career and general career development

- Expectations:
  - Participate in all sessions (Session 4 optional but highly encouraged)
    - Diversity and Inclusion workshop is MANDATORY
    - Must participate in Sessions 1-3, and 5-6 to be eligible for internships at conclusion
  - Be dedicated to attending and arriving prepared for each session
  - Actively participate in discussion of material
  - All sessions will be virtual
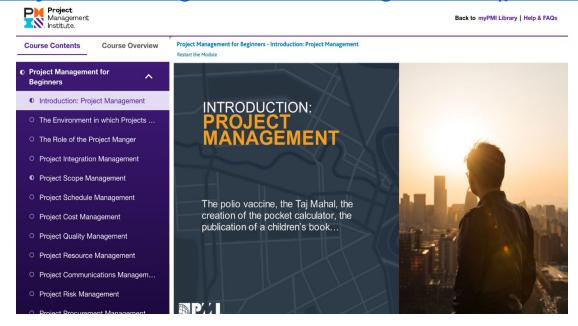
Affiliations and Partnerships

- **Duke Project Management Community of Practice (PMCoP)**
    - Supporting academic project managers across Duke and the greater RTP community—dedicated to networking, mentorship, collaboration, and continuing education to aid in the professional development of our members.
    - PMCoP Mentorship Committee:
        - Driving relations with Duke PMCoP and providing mentorship and assistance with DEVELPMNT and other educational programs
- **NC Project Management Institute**
    - Comprised of Project Managers and professionals in Pharmaceuticals, Telecommunications, and Information Technology
    - Provides education opportunities towards obtaining certifications, networking, and leadership/career development.
    - Offer heavily discounted student membership options

PMI (Info and Access)

Project Management for Beginners (pmi.org)

2024 Syllabus - Important Dates

Session	Date	Modules	In-Class Activity
1 (Intro to Project Management)	Feb 8th	1-4	TBD
2 (Getting a Project Off the Ground)	Feb 22nd	5-9	TBD
3 (Monitoring and Controlling Projects)	Mar 7th	10-13	TBD
4 (Career development)	Mar 21st	N/A	N/A
5 (DEI in project management)	April 4th	N/A	N/A
6 (Project management as a career)	April 18th	N/A	N/A

- All sessions will be held at **12PM ET** and will be **virtual**

2024 Sessions and Program Format

- Formal coursework sessions 1-3 based off Project Management Institute's (PMI) free e-Learning program, "Project Management for Beginners"
  - Participants will complete corresponding modules ahead of each session to review and discuss during the session
  - Small group case study review during second half of session
- Session 1: Introduction to Project Management (Modules 1-4)
  - Familiarize trainees with basic principles and ideas behind project management, including the benefits of the practice
- Session 2: Getting the Project Off the Ground (Modules 5-9)
  - Scope management, cost management, quality and resource management.
- Session 3: Monitoring and Controlling Projects (Modules 10-13)
  - Communications management, risk management, procurement management, and project stakeholder management

2024 Sessions and Program Format (cont.)

- Session 4: Career Development Workshop
  - Overview of preparing a resume and marketing yourself for PM positions
  - Common interview formats and preparation
  - Career Development tools
- Session 5: Diversity, Equity, and Inclusion in Project Management
  - Cover important DE&I topics that pertain to project managment
- Session 6: Project Management Career Panel
  - Introduce trainees to different project management careers across diverse disciplines and career stages.
  - Trainees will have the opportunity to ask questions and network

Mentorship Opportunities and Internship Pool

- Upon program completion, participants will have the opportunity to connect with project management mentors and/or opt into an internship pool*
    - Eligibility: Must attend PMI-based sessions, DEI session, and career panel. Career services session is optional, but highly encouraged
- Goals/outcomes: secure hands-on training in project management, gain skills to employ in your current role, gain experience to speak to during job interviews/resume/cover letters, develop/expand your professional network

*Internship selection process:
- **Internship opportunities are not guaranteed**
- participants responsible for reaching out to potential internship mentors and applying for internships from an opportunities pool
- Timeline for application process May-June 2024
- Past opportunities included roles in IT/Technology, Clinical/Translational Science, Regulatory, Workforce development, and more

Application

Application opens **today November, 15th**. Link can be accessed through the DEVELPMNT Website https://sites.duke.edu/pmcop/develpmnt/

Application will close end of the day **December 13th.**

Success Stories

- Gwenaelle (2022 Cohort)
  - Currently works as a Scientific Project Manager at the Lieber Institute for Brain Development

- Olivia Dong (2021 Cohort)
  - Currently works as Senior Research Health Economist at RTI Health Solutions

Thank you!

Questions?