DEVELPMNT
(Developing Project Management Trainees)

2024 Information Session

November 15th, 2023
DEVELPMNT Team

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Co-Director, External Partner
Goals and Expectations 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 DEVELOPMENT 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
Project Management for Beginners (pmi.org)
# 2024 Syllabus - Important Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Modules</th>
<th>In-Class Activity</th>
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<tbody>
<tr>
<td>1 (Intro to Project Management)</td>
<td>Feb 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1-4</td>
<td>TBD</td>
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<tr>
<td>2 (Getting a Project Off the Ground)</td>
<td>Feb 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>5-9</td>
<td>TBD</td>
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<tr>
<td>3 (Monitoring and Controlling Projects)</td>
<td>Mar 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>10-13</td>
<td>TBD</td>
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<tr>
<td>4 (Career development)</td>
<td>Mar 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>5 (DEI in project management)</td>
<td>April 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>6 (Project management as a career)</td>
<td>April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>N/A</td>
<td>N/A</td>
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- 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
• **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 management

• **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 opens **today November, 15th**. Link can be accessed through the DEVELOPMNT Website [https://sites.duke.edu/pmcop/develpmnt/](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?