

A Field Guide to Navigating Multi-Site Project Management

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Fees: \$7,500 initial purchase (includes 2 hours of consultation time with the authors)
\$1,000.00 annual fee

Optional: 9 additional webinars available

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Overview- Project Management Overview

Lead Site Responsibilities (when acting as a sponsor)
Participating Site Responsibilities
Project Manager Responsibilities

Phase I- Initiating

Feasibility
Protocol Development
Scope of Work
Collaborators and Sites
Data and Data Safety Monitoring
Finances, Funding and Contracting
Pharmacy/IND Management

Phase II- Planning

Project Timeline
Communication Plan
Contracts, Financials and Budgeting
Supplies and Materials
Biological Specimens and Samples
Source Documents
IRB Approval
Data Monitoring

Phase III- Executing

Site Start-Up
Site Initiation and Training
Site Activation
Document Management and Tracking

Phase IV- Maintenance

Site Oversight
Document/Information Management
Monitoring

Phase V- Closing Procedures

Study Operations
Data
Equipment/supplies/specimens
Financials