



Vita Global Sciences

FROM RESEARCH TO REALITY

PD17

Beyond Administration: Leveraging AI for Strategic Clinical Project Management

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Introduction

➤ **AI tools are becoming transformative partners within Clinical Project Management:**

- Clinical trials are growing more complex, increasing demands on project managers.
- Manual processes cause overload, poor communication, and errors.
- AI tools like Copilot and ChatGPT automate tasks and improve collaboration.
- Free Project Managers to focus on strategy rather than administration.
- Boosts efficiency, compliance, and study success.

Value of AI in Clinical Project Management



Automation

Automates routine PM activities reducing administrative burden and freeing PMs to focus on more strategic leadership.



Improves Accuracy

By standardizing raw datasets, detecting anomalies, and ensuring data integrity, resulting in more reliable insights for decision-making



Ensures Consistency

By applying uniform formatting, structure, and language across documents, communications, and meeting outputs, reducing ambiguity across teams.



Enhances Communication

By tailoring messages to different audiences, refining tone, summarizing long threads, and helping PMs deliver clear, concise, updates

Practical Applications of AI in Clinical Project Management



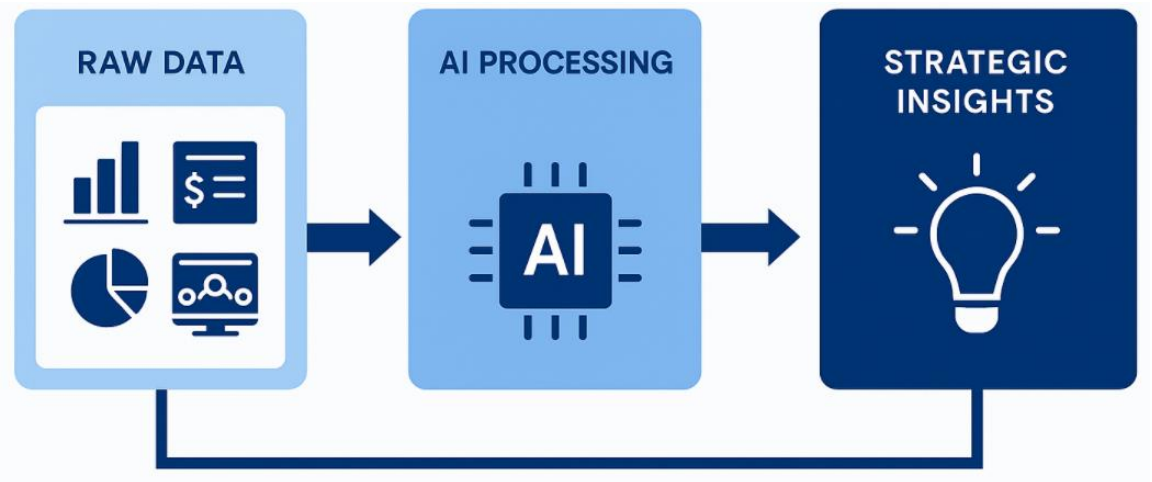
Data Transformation & Analysis

➤ AI can improve operational data handling:

- Standardizes raw datasets
- Merges inconsistent Excel files
- Detects anomalies

➤ Strategic outcomes:

- Better forecasting
- Improved financial oversight
- Higher data quality



Data Transformation Demo

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Company Name	Bill Master ID	Billable Charge ID	Invoice	Transaction Date	Earn Code	Rate	Hours	Amount	Candidate ID	Candidate Name	Placement ID	Job ID	Job Title	CRF Type	CRF Label	Option Value	Option Display Label	Period End Date
2	Micky Mouse Enterprise	1398462	300216	242344	12/15/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
3	Micky Mouse Enterprise	1399934	300522	242345	12/15/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
4	Micky Mouse Enterprise	1399878	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
5	Micky Mouse Enterprise	1399880	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
6	Micky Mouse Enterprise	1398462	300216	242344	12/15/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Project	MME001	MME001	12/21/2025
7	Micky Mouse Enterprise	1399934	300522	242345	12/15/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Project	MME001	MME001	12/21/2025
8	Micky Mouse Enterprise	1399878	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Project	MME001	MME001	12/21/2025
9	Micky Mouse Enterprise	1399880	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Project	MME001	MME001	12/21/2025
10	Micky Mouse Enterprise	1398462	300216	242344	12/15/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Purchase Order	Purchase Order	PO003	PO003	12/21/2025
11	Micky Mouse Enterprise	1399934	300522	242345	12/15/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Purchase Order	Purchase Order	PO001	PO001	12/21/2025
12	Micky Mouse Enterprise	1399878	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Purchase Order	Purchase Order	PO002	PO002	12/21/2025
13	Micky Mouse Enterprise	1399880	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Purchase Order	Purchase Order	PO002	PO002	12/21/2025
14	Micky Mouse Enterprise	1398462	300216	242344	12/15/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Study	ABC123	ABC123	12/21/2025
15	Micky Mouse Enterprise	1399934	300522	242345	12/15/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Study	DEF456	DEF456	12/21/2025
16	Micky Mouse Enterprise	1399878	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Study	DEF456	DEF456	12/21/2025
17	Micky Mouse Enterprise	1399880	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Study	DEF456	DEF456	12/21/2025
18	Micky Mouse Enterprise	1398462	300216	242344	12/15/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Task	Task 2	Task 2	12/21/2025
19	Micky Mouse Enterprise	1399934	300522	242345	12/15/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Task	Task 4	Task 4	12/21/2025
20	Micky Mouse Enterprise	1399878	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Task	Task 2	Task 2	12/21/2025
21	Micky Mouse Enterprise	1399880	300509	242346	12/15/2025	Reg	120	4	480	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Task	Task 4	Task 4	12/21/2025
22	Donald Duck Corporation	1395544	299669	242025	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Project	DDC001	DDC001	12/21/2025
23	Donald Duck Corporation	1395544	299669	242380	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Project	DDC001	DDC001	12/21/2025
24	Donald Duck Corporation	1395544	299669	242025	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Purchase Order	Purchase Order	PO005	PO005	12/21/2025
25	Donald Duck Corporation	1395544	299669	242380	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Purchase Order	Purchase Order	PO005	PO005	12/21/2025
26	Donald Duck Corporation	1395544	299669	242025	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Study	GHI789	GHI789	12/21/2025
27	Donald Duck Corporation	1395544	299669	242380	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Study	GHI789	GHI789	12/21/2025
28	Donald Duck Corporation	1395544	299669	242025	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Task	Research	Research	12/21/2025
29	Donald Duck Corporation	1395544	299669	242380	12/15/2025	Reg	176.7	8	1413.6	1100815	Daisy Duck	27662	86518	Writer	Custom Picker	Task	Research	Research	12/21/2025
30	Micky Mouse Enterprise	1398461	300216	242344	12/16/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
31	Micky Mouse Enterprise	1399935	300522	242345	12/16/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
32	Micky Mouse Enterprise	1399879	300509	242346	12/16/2025	Reg	120	8	960	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Dish Release	Business Support	Business Support	12/21/2025
33	Micky Mouse Enterprise	1398461	300216	242344	12/16/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Custom Picker	Project	MME001	MME001	12/21/2025
34	Micky Mouse Enterprise	1399935	300522	242345	12/16/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Custom Picker	Project	MME001	MME001	12/21/2025
35	Micky Mouse Enterprise	1399879	300509	242346	12/16/2025	Reg	120	8	960	1024661	Pluto	27387	85794	Project Coordinator	Custom Picker	Project	MME001	MME001	12/21/2025
36	Micky Mouse Enterprise	1398461	300216	242344	12/16/2025	Reg	115	8	920	1201611	Minnie Mouse	27776	85794	Project Manager	Purchase Order	Purchase Order	PO003	PO003	12/21/2025
37	Micky Mouse Enterprise	1399935	300522	242345	12/16/2025	Reg	120	8	960	657006	Micky Mouse	27388	85794	Entrepreneur	Purchase Order	Purchase Order	PO001	PO001	12/21/2025



Please transpose the “CRF Label” values so they become column headers. The corresponding “Option Value” values (currently in column Q) should be placed under each of those new headers. Please also retain and transpose the following columns alongside this: A, C, D, E, G, H, J, K, M, and S, meaning they’ll remain as standard columns in the final output. Then, update this spreadsheet so the headings are in the following order: Company Name, Invoice, Candidate Name, Job Title, Placement ID, Period End Date, Transaction Date, Hours, Rate, Amount, Project, Study, Task, Purchase Order, Dish Release. Please format columns "Rate" and "Amount" to currency and "Transaction Date" and "Period End Date" to short date format.

Company Name	Invoice	Candidate Name	Job Title	Placement ID	Period End Date	Transaction Date	Hours	Rate	Amount	Project	Study	Task	Purchase Order	Dish Release
Donald Duck Corporation	242025	Daisy Duck	Writer	27662	12/21/2025	12/15/2025	8	\$176.70	\$1,413.60	DDC001	GHI789	Research	PO005	Writing Support
Donald Duck Corporation	242025	Daisy Duck	Writer	27662	12/21/2025	12/16/2025	8	\$176.70	\$1,413.60	DDC001	GHI789	Research	PO005	Writing Support
Donald Duck Corporation	242025	Daisy Duck	Writer	27662	12/21/2025	12/17/2025	8	\$176.70	\$1,413.60	DDC001	KLM1010	Research	PO005	Writing Support
Donald Duck Corporation	242025	Daisy Duck	Writer	27662	12/21/2025	12/18/2025	8	\$176.70	\$1,413.60	DDC001	KLM1010	Research	PO005	Writing Support
Donald Duck Corporation	242025	Daisy Duck	Writer	27662	12/21/2025	12/19/2025	8	\$176.70	\$1,413.60	DDC001	AdHoc	Training	PO005	Writing Support
Donald Duck Corporation	242380	Daisy Duck	Writer	27662	12/21/2025	12/15/2025	8	\$176.70	\$1,413.60	DDC001	GHI789	Research	PO005	Writing Support
Donald Duck Corporation	242380	Daisy Duck	Writer	27662	12/21/2025	12/16/2025	8	\$176.70	\$1,413.60	DDC001	GHI789	Research	PO005	Writing Support
Donald Duck Corporation	242380	Daisy Duck	Writer	27662	12/21/2025	12/17/2025	8	\$176.70	\$1,413.60	DDC001	KLM1010	Research	PO005	Writing Support
Donald Duck Corporation	242380	Daisy Duck	Writer	27662	12/21/2025	12/18/2025	8	\$176.70	\$1,413.60	DDC001	KLM1010	Research	PO005	Writing Support
Donald Duck Corporation	242380	Daisy Duck	Writer	27662	12/21/2025	12/19/2025	8	\$176.70	\$1,413.60	DDC001	AdHoc	Training	PO005	Writing Support
Micky Mouse Enterprise	242344	Minnie Mouse	Project Manager	27776	12/21/2025	12/15/2025	8	\$115.00	\$920.00	MME001	ABC123	Task 2	PO003	Business Support
Micky Mouse Enterprise	242344	Minnie Mouse	Project Manager	27776	12/21/2025	12/16/2025	8	\$115.00	\$920.00	MME001	ABC123	Task 2	PO003	Business Support
Micky Mouse Enterprise	242344	Minnie Mouse	Project Manager	27776	12/21/2025	12/17/2025	8	\$115.00	\$920.00	MME001	ABC123	Task 1	PO003	Business Support
Micky Mouse Enterprise	242344	Minnie Mouse	Project Manager	27776	12/21/2025	12/18/2025	8	\$115.00	\$920.00	MME001	ABC123	Task 5	PO003	Business Support
Micky Mouse Enterprise	242344	Minnie Mouse	Project Manager	27776	12/21/2025	12/19/2025	8	\$115.00	\$920.00	MME001	ABC123	Task 5	PO003	Business Support
Micky Mouse Enterprise	242345	Micky Mouse	Entrepreneur	27388	12/21/2025	12/15/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 4	PO001	Business Support
Micky Mouse Enterprise	242345	Micky Mouse	Entrepreneur	27388	12/21/2025	12/16/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 2	PO001	Business Support
Micky Mouse Enterprise	242345	Micky Mouse	Entrepreneur	27388	12/21/2025	12/17/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 5	PO001	Business Support
Micky Mouse Enterprise	242345	Micky Mouse	Entrepreneur	27388	12/21/2025	12/18/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 3	PO001	Business Support
Micky Mouse Enterprise	242345	Micky Mouse	Entrepreneur	27388	12/21/2025	12/19/2025	3	\$120.00	\$360.00	MME001	DEF456	Task 4	PO001	Business Support
Micky Mouse Enterprise	242346	Pluto	Project Coordinator	27387	12/21/2025	12/15/2025	4	\$120.00	\$480.00	MME001	DEF456	Task 2; Task 4	PO002	Business Support
Micky Mouse Enterprise	242346	Pluto	Project Coordinator	27387	12/21/2025	12/16/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 5	PO002	Business Support
Micky Mouse Enterprise	242346	Pluto	Project Coordinator	27387	12/21/2025	12/17/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 5	PO002	Business Support
Micky Mouse Enterprise	242346	Pluto	Project Coordinator	27387	12/21/2025	12/18/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 4	PO002	Business Support
Micky Mouse Enterprise	242346	Pluto	Project Coordinator	27387	12/21/2025	12/19/2025	8	\$120.00	\$960.00	MME001	DEF456	Task 4	PO002	Business Support

Document Creation & Standardization

- AI streamlines documentation creation
 - Generates structured drafts from simple prompts or bullet points
- Improves consistency and standardization
 - Applies uniform language, formatting, and structure
 - Eliminates need to manually reference style guides or past templates
- Enhances quality and reduces administrative burden
 - Automates drafting, formatting, and quality checks, reducing errors
 - Improves clarity, readability, and communication across teams

Meeting Management & Coordination

- Reduces meeting-related administrative workload
 - Converts transcripts or audio into polished meeting minutes
- Improves consistency and clarity of communication
 - Enforces uniform formats for minutes, trackers, and action-item lists
- Streamlines the entire meeting lifecycle
 - Enhances preparation, real-time coordination, and follow-up
- Results in more effective teamwork
 - Improves cadence, clarity, and coordination across all project phases

AI-Assisted Communication

- Accelerates routine communication tasks
 - Drafts emails, refines wording, and tailors messages for different audiences
- Improves tone and clarity
 - Makes messages more concise or formal
- Reduces repetitive writing
 - Automates summarizing and rewriting

Data Visualization & Presentation Creation

➤ Transforms raw data into clear visuals:

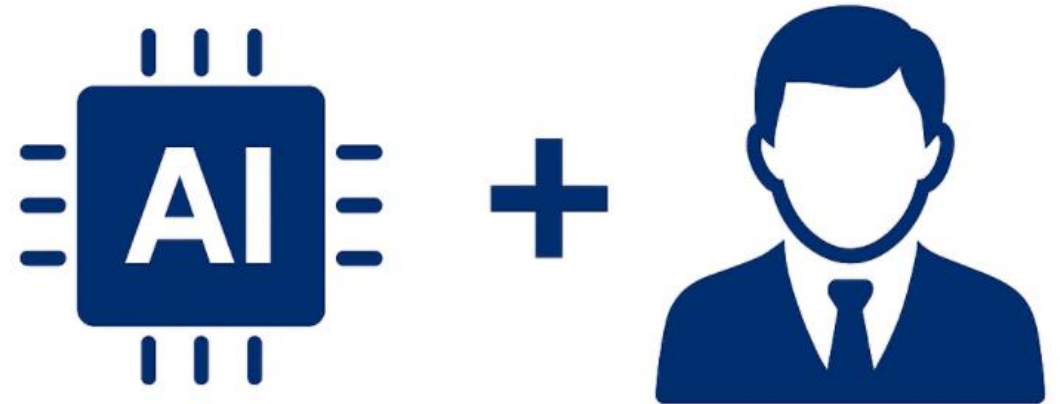
- Converts complex datasets into charts, tables, and dashboards
- Full presentation drafts

➤ Impact:

- Reduced design effort
- Consistency

Shifting The Role of the Project Manager

- Reshaping the clinical project manager's role
- Frees capacity for higher-value work and less administrative burdens
- AI is a force multiplier, not a replacement
- Human strengths remain essential



Effective Prompting

- Clear and concise prompting is a critical skill to master when working with AI
 - The quality of the output depends directly on the clarity, context, and specificity of the instructions provided
 - AI cannot infer context on its own
 - Strong prompts enforce consistency and compliance

Examples of Effective Prompting

Task	Bad Prompt	Why It's Bad	Good Prompt	Why It's Good
Status Update	"Write a status update."	No context, no audience, no timeframe.	"Write a weekly status update for executives summarizing key accomplishments, risks, and decisions needed."	Provides audience, structure, key points, tone, and purpose.
Meeting Minutes	"Summarize this meeting."	Lacks detail about what matters most.	"Summarize this meeting into minutes that list decisions, action items with owners/due dates, unresolved issues, and next steps. Focus on timeline discussions and resource constraints."	Creates structured, decision-focused output.
Email Drafting	"Write an email to the team."	No clarity on tone or intent.	"Draft a concise email to the project team explaining the upcoming timeline adjustment due to sponsor delays. Keep it clear, supportive, and action oriented. Include next steps and expectations."	Establishes tone, intent, and key content.
Document Drafting	"Write a project plan."	Far too open-ended and no scope defined.	"Draft a project plan introduction (1 page) covering objectives, scope, stakeholders, constraints, and assumptions based on these notes..."	Scopes the content and directs the AI's structure.

Risks, Limitations and Ethical Considerations

➤ Key risks:

- Risk of over-reliance on AI
- Data quality and confidentiality concerns
- Ethical expectations

➤ How to control the use of AI and limit risks:

- Human oversight
- Validation of outputs
- Strong governance

Conclusion

➤ AI is a strategic partner:

- Enhances PM efficiency
- Strengthens decision-making
- Elevates PM role

➤ Final message:

- AI multiplies PM impact when used responsibly

Questions?

Thank You



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