

AI-POWERED PPM MASTERCLASS

From Custom GPTs to Practical Implementation

Hands-on workshop for pharma & biotech project
and program managers



Course Leaders

Chris Knight & Jenn Kang

Strategic program managers at Formation Bio,
an AI-native pharma company



OCTOBER 14, 2025



WYNDHAM BOSTON BEACON HILL, 5 BLOSSOM STREET, BOSTON

Held one day before the

**26th American Pharma & Biotech Project, Program
& Portfolio Management Conference**

October 15-17, 2025 - at the same venue

The #1 PPM Event for Pharma & Biotech Leaders in 2025!

Our Vision

Transform your daily program management workflows from **manual, time-consuming** processes into **automated, intelligent solutions**. This **hands-on masterclass** bridges the gap between AI potential and **practical PPM implementation** in the **Pharma & Biotech** world.

What You'll Experience



Custom GPT Creation

Practical skills to design and train your own models



Automated Workflows

Streamline repetitive tasks with AI-driven automation



Collaborative Hackathon

Team-based challenge to solve real-world PPM cases



Immediate Impact

Achieve results you can implement the very next day

Key Learning Outcomes

- Master the process of creating custom GPTs for pharmaceutical PPM use cases
- Understand prompt engineering techniques for consistent, professional outputs
- Build automated workflows for meeting summaries, documentation, and stakeholder communications, and document creation (e.g. TPPs, RAID logs, etc.)
- Develop practical skills for ongoing AI tool development and refinement
- Create a working AI solution you can implement in your organization immediately

What You'll Take Home



CUSTOM AI TOOL



STEP-BY-STEP METHODOLOGY



IMPLEMENTATION GUIDANCE



NETWORK CONNECTIONS

About Your Course Leaders

Chris Knight & Jenn Kang are program managers at **Formation Bio**, where **AI is embedded into every process**. They've built and implemented **custom GPT** solutions for meetings, documents, and project risks.

With hands-on experience, they know how to **balance innovation with pharma's high standards** of quality and compliance.



✓ This Session is Perfect For:

Project & Program Managers in pharma and biotech who have basic familiarity with AI tools (ChatGPT, CoPilot, etc.) and want to move beyond simple prompts to build custom solutions for their daily workflows

✗ This Session May Not Be Right For:

- Complete AI beginners who haven't used ChatGPT or similar tools
- Professionals seeking high-level AI strategy discussions rather than hands-on building
- Those looking for IT infrastructure or enterprise AI platform implementation guidance
- Attendees not comfortable with hands-on technology workshops
- Organizations not ready to pilot AI tools in their PPM processes

MORNING SESSION: **CUSTOM GPT FOUNDATIONS & EXAMPLES**

9:30 AM – 11:30 AM

9:30 – 10:00 AM

WELCOME & AI IN PPM LANDSCAPE

- Introductions and participant backgrounds
- Current state of AI adoption in pharmaceutical PPM
- Overview of day's objectives and outcomes

10:00 – 10:45 AM

CUSTOM GPT DEVELOPMENT FUNDAMENTALS

- Understanding GPT capabilities and limitations for PPM use cases
- Prompt engineering principles for pharmaceutical contexts
- Best practices for consistent, professional outputs

10:45 – 11:45 AM

REAL-WORLD EXAMPLES & DEMONSTRATIONS

- Live demonstrations of custom GPTs built for:
 - Meeting summary automation and RAID log generation
 - Stakeholder communication templates
 - Document creation workflows (TPPs, study summaries)
 - Risk assessment and mitigation planning
- Behind-the-scenes look at prompt design and iteration

11:45 – 12:00 PM

IMPLEMENTATION PLANNING & GOVERNANCE

- Organizational considerations for AI tool deployment
- Quality control and approval workflows
- Data privacy and compliance considerations in pharma contexts

12:00 – 1:00 PM



LUNCH BREAK

AFTERNOON SESSION: **MINI-HACKATHON & HANDS-ON BUILDING**

1:00 – 4:30 PM

1:00 – 1:30 PM

PROBLEM IDENTIFICATION & TEAM FORMATION

- Participants identify specific PPM challenges for AI solution development
- Form collaborative working groups based on shared interests/needs
- Define success criteria for afternoon building session

1:30 – 2:30 PM

COLLABORATIVE BUILDING SESSION – PART 1

- Hands-on development of custom GPTs and workflows
- One-on-one coaching from instructors
- Initial testing and development of AI solutions

2:30 – 3:00 PM



COFFEE BREAK

3:00 – 4:15 PM

COLLABORATIVE BUILDING SESSION – PART 2

- Continued development and refinement of AI solutions
- Integration planning with existing PPM tools and processes
- Final testing and optimization

4:15 – 4:30 PM

DEMO & NEXT STEPS

- Teams demonstrate their newly built AI solutions
- Feedback and refinement suggestions
- Implementation roadmaps and follow-up resources
- Community building and ongoing support discussion

JOIN THE MASTERCLASS



This masterclass is designed for professionals ready to move beyond AI curiosity to practical implementation. Come prepared to **work, learn**, and **leave with tools** that will immediately impact your daily PPM practice.

Prerequisites & Materials

TECHNICAL REQUIREMENTS



Laptop + internet



ChatGPT Plus (GPT-4) or CoPilot



Basic AI tool familiarity

PREPARATION



Bring 1–2 specific PPM challenges



Sample documents/templates



Review pre-work & questionnaire

REGISTRATION

We understand that everyone has different needs and preferences, so we've designed these registration tickets to be as flexible as possible. Whether you're a busy executive who can only attend for a few hours or a dedicated industry professional who wants to immerse themselves in the conference, we've got a ticket that's perfect for you.

MASTERCLASS TICKET

AI-POWERED PPM
MASTERCLASS: FROM
CUSTOM GPTS TO PRACTICAL
IMPLEMENTATION

\$800

Join AI-powered PPM
Masterclass with Chris
Knight & Jenn Kang, only!

2 DAY CONFERENCE

26TH AMERICAN PHARMA &
BIOTECH PROJECT, PROGRAM
& PORTFOLIO MANAGEMENT
CONFERENCE

\$2099

Can't attend all three days
of the conference?
Register for this ticket and
choose to attend any
two of three days.

3 DAY CONFERENCE

26TH AMERICAN PHARMA &
BIOTECH PROJECT, PROGRAM
& PORTFOLIO MANAGEMENT
CONFERENCE

\$2999

Experience all three
exciting days of the conference.

REGISTER ONLINE

Click here to learn more
& register or scan the QR code!

