

INDIVIDUAL COURSE DETAILS

A. Name of the Institute	National Institute for Entrepreneurship and Small Business Development (NIESBUD)
B. Name/Title of the Course	Project Management Training & Certification (PMTC)
C. Course Dates with Duration in Weeks <i>[note: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]</i>	From 21 Aug. 2017 – 06 October 2017 7 Weeks / 1-3/4 Month
D. Eligibility Criteria for Participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit <i>[note: ITEC norms is 25-45 years]</i> 4. Target Group <i>[Level of participants and target ministries/departments etc. may be indicated]</i>	I) 'A' Level or Equivalent The medium of instruction being English, adequate knowledge of English is necessary for effective participation. II) Sufficient experience in the area of Entrepreneurship Education, Project Management and Small Business Development, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. III) 25-50 Years (IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.
E. Aims & Objectives of the Course	<ul style="list-style-type: none"> • How to increase profitability & optimize opportunity across projects • Latest tools and techniques for efficient Project Management.
F. Learning Outcomes	<p>Knowledge:</p> <p>The programme will help building the capabilities of trainers/promoters by enhancing their professional ability to develop a systematic approach to managing and controlling different types of projects and different types of change and deliver projects successfully, through innovative concepts.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Personal Skills – Leadership, Team

	<p>Building, Interpersonal communication, Effective Negotiation, Creativity & Innovation, Training & Counseling</p> <ul style="list-style-type: none"> • Active Risk Management • IT Skills – Digital Marketing • Project Management – People, Time and Cost Management • Change & Conflict Management • Problem Solving and Decision Making
<p>G. Course Contents / Syllabus <i>[please attach course details / profile]</i></p>	<p><u>COURSE CONTENTS</u></p> <p>BASICS OF PROJECT MANAGEMENT</p> <ul style="list-style-type: none"> - Concept of project - Classification - Characteristics of project - Introduction to project management - Project life cycle - Organization structure <p>PROJECT IDENTIFICATION AND APPRAISA/FEASIBILITY</p> <ul style="list-style-type: none"> - Project Identification - Generation of Ideas - SWOT Analysis - Preliminary Screening - Project Rating and Index - Market demand analysis - Project Plan Development - Selection of Project Manager based on skills, project charter - Feasibility study - Political, Economic, Sociological, Technical, Legal, Environmental (PESTLE) analysis - Stakeholders' expectations analysis - Success criterion for stakeholders - Financial management key concepts (Time value of money, cost of capital) - Investment Evaluation (Payback period, NPV, IRR, Profitability Index etc.) <p>PROJECT PLANNING</p> <p>BROAD PLANNING:</p> <ul style="list-style-type: none"> - Duration of project and resources available - Time plan – key mile stones - Introduction to cost budget - Period-wise progress plan vs expenditure plan <p>SCOPE MANAGEMENT:</p>

- Project scope management process
- Product breakdown structure
- Work breakdown structure
- Statement of Work (SOW)
- Scope change control

HUMAN RESOURCE MANAGEMENT:

- Roles and responsibilities of project manager, team members, functional managers etc.
- Training & Development
- Recognition and rewards
- Team performance assessment

TIME MANAGEMENT:

- Gantt charts
- Programme Evaluation Review Technique (PERT)
- Critical Path Method (CPM)
- Duration Compression
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COST MANAGEMENT:

- Estimation techniques
- Cost baseline
- Earned value management system
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QUALITY MANAGEMENT:

- Concept of quality
- Quality planning, assurance and control
- Quality tools
- Total quality management
- ISO 90001 for quality

INTEGRITY & ETHICS:

- Defining integrity policy
- Code of conduct of all participants
- Zero tolerance areas

COMMUNICATION MANAGEMENT:

- Communication model
- Types of communication
- Communication plan
- Barriers to communication

PROJECT IMPLEMENTATION

DEVELOPING & MANAGING TEAMS:

- Team development stages
- Alignment of team members
- Synergy approach to team working
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- Motivating team members
- Conflict management

RESOURCE MANAGEMENT:

- Resource histograms
- Resource 'S' curves

PROCUREMENT & CONTRACTS:

- Types of contracts
- Law of contracts
- Negotiation techniques & skills
- Supply chain management

CHANGE CONTROL:

- Identifying and approval of changes
- Change control process
- Change log

HEALTH, SAFETY, ENVIRONMENT PLANS:

- ISO 14001 for environment
- OHSAS 18001 for health and safety

DOCUMENTATION:

- Technical documentation
- Performance reports
- Monitoring reports
- Quality control records

PROJECT MONITORING & CONTROL**INFORMATION & REPORTS:**

- Planning documentation & reports
- Managing the information

PROJECT MONITORING PROCESS:

- Management information system for periodic key parameter reporting
- Review meetings (agenda and periodicity)

TIME & COST OVER-RUNS:

- Identifying delays and anticipated delays
- Deciding on corrective steps and integrating into plan
- Cost over-runs foresee and apply corrective action well in time

PROBLEM SOLVING:**Tools and techniques**

- Define the problem
- Determine the causes
- Generate ideas
- Select the best solution
- Take action

	<p>RISK AND OPPORTUNITY CONCEPTS:</p> <ul style="list-style-type: none"> - Risk identification - Qualitative & quantitative risk assessment - Risk response strategies - Risk tools <p>PROJECT CLOSING</p> <p>INTEGRATION OF PROJECT:</p> <ul style="list-style-type: none"> - Coordinating subprojects for alignment - Achieving and parameters (technical) <p>DELIVER & CLOSEOUT OF PROJECT:</p> <ul style="list-style-type: none"> - Formal check and verification by customer - Handling over documents to be well prepared and signed by concerned parties <p>PENALTY CLAUSES:</p> <ul style="list-style-type: none"> - Penalty for deficiency in meeting technical parameters - Penalty for delays - Liquidated damages - Ceiling penalty <p>KNOWLEDGE INFRASTRUCTURE FOR PROJECT MANAGEMENT:</p> <ul style="list-style-type: none"> - Knowledge leverage <p>Field Studies Visit to various industrial/business centres in different parts of India.</p>
<p>H. Mode of Evaluation of performance of the participants</p>	<ol style="list-style-type: none"> 1. Individual assignment/presentation 2. Content & Originality 3. Group work 4. Study Visit reports 5. Action Plan preparation & presentation 6. Attendance 7. Overall behavior during program