Management Development Program on <mark>Project Management</mark>

<mark>3 days,</mark> <mark>12 – 14 December</mark> 2018 at Kolkata (IIT Kharagpur Extension Center, Salt Lake)

1. **Introduction:**

   Projects are the modus operandi of implementing organizational strategy and achieving strategic goals and objectives. Project management is receiving increasing attention in today's competitive business world. Its importance is well-acknowledged and pervasive in the business world such as construction, engineering, mining, hi-tech, electronics, logistics, defense forces, product development, R&D, and so on. Project management has developed to the point where it is a professional discipline having its own body of knowledge and skills. In order to achieve business excellence, it is necessary to develop expertise in planning, executing and managing projects.

2. **Program Objectives**:

   The course would help the academicians as well as practicing managers and professionals to learn modern project management tools and techniques, scheduling of activities, resources and cost; and enhance their skills in expediting projects by prudently crashing certain activities. It would also provide them a holistic view of project management covering among others project risk and quality management, procurement and contract management, communication management, developing leadership skills and managing PM team, project performance evaluation, project audit and closure. More importantly, the course would help the participants to be proficient in using MS Project®.

3. **Program Module/Content**

   1. Introduction to Project Management, Basic Concepts
   2. Project Life Cycle Management
   3. Organization Strategy, Project Analysis and Project selection
   4. Project Management Organization structure and organization culture
   5. Project Definition, Activities, Work Breakdown structure
   6. Project time and cost estimation, Time Management
   7. Developing Project Plan; Network Analysis using PERT/ CPM technique
   8. Resource Management and Cost Management: Scheduling and allocating project resources and costs

9. Reducing Project duration - Crashing project activities to speed up a project

10. Project Risk Management - Identification, quantification, and mitigation of risks

11. Project Quality Management

12. Procurement and Contract Management

13. Project Management – Leadership and Managing Teams

14. Communication Management in PM

15. Project Evaluation, Project progress and Performance Management

16. Outsourcing, Project Audit and Closure

17. Developing working competence in the use of MS Project®

4. **Program Features/Pedagogy**

    - Classroom lectures – 50%
    - Numerical/Problem solving, Case study and Activity – 25%
    - Hands-on work with PM software (MS Project) -25% (to build project plan and resource optimization)

5. **Program Schedule and Venue**

    - **3 days, 12 – 14 December** 2018 (9:30 AM – 6 PM)
    - IIT Kharagpur Extension Center, Salt Lake, Kolkata

6. **Program Fee**

    - **INR 12,000/-** (Twelve thousand) per participant + **GST**
      (includes daily lunch, tea and snacks, course materials, notebook, pen)

7. **Batch size:** 20 (approx.)

8. **Last day of Registration**: 7th December 2018

9. The course is non-residential. However, accommodation if required by the participants can be arranged at the IIT Kharagpur Extension Center at Salt Lake, Kolkata on chargeable basis as per rule.

10. About the Principal Coordinator:

Dr.Sanjib Chowdhury

After working for **34 years** in two leading oil companies in *India and Kuwait*, Sanjib Chowdhury joined the *Indian Institute of Technology, Kharagpur* at *Vinod Gupta School of Management* as *Visiting Faculty* (full time) in the areas of: (a) Strategic Management, and (b) Production and Operations Management.

He has extensive work experience in the cross-functional areas of - *Strategic and Corporate Planning, Optimization and Business Performance Improvement, Project Management, HR and General Management,* and had held responsible positions. He is the recipient of Kuwait Gulf Oil Company (KGOC) Ideal Employee Award, ONGC Chairman's Award, ONGC Director's Award, ONGC ED/RD's Award to mention a few.

Based on his work experience, he has authored a book - *Optimization and Business Improvement studies in Upstream Oil and Gas Industry* (published by John Wiley & Sons Inc., Hoboken, New Jersey, USA, August 2016, ISBN 9781119100034).

He holds B. Tech., M. Tech., and Ph. D. degrees in Industrial Engineering and Management all from the Indian Institute of Technology, Kharagpur, and published several technical papers in journals of repute.

Other faculty for the course

Dr.Kunal Kanti Ghosh

Prof.Kunal Kanti Ghosh has over three decades of experience at various levels in the automobile industry. He was the "Corporate Initiatives Head" of Tata Technologies Ltd and was adjudged the "Best Young Materials Manager" by the Indian Institute of Materials Management in 1986. He also received the "Best young Manager's Award" from All India Management Association in 1990. He was the prime architect of "Parts Supply Management System" for Nissan Plant in Australia, Melbourne. He was the project manager in charge of installation and commissioning of semi-automated (Kurimoto Presses) in Jamshedpur plant of Tata Motors in 1988. He holds B Tech(Mech.Engg), M Tech(IE & OR), and PhD (Automotive Design).

(contd.)

11. <mark>How to Apply</mark>

Use the link: <mark>https://erp.iitkgp.ac.in/CEP/courses.htm</mark>

Steps to be followed:

1. Sign-Up

2. Verify your email-id (link will be sent to your e-mail)

3. Login

4. Edit Profile (Fill up all the mandatory fields, upload photo and signature)

5. Click on 'APPLY NOW' button.

6. Upload your .pdf format id-card (if necessary).

 ***An e-mail will be communicated from Principal Coordinator/Convenor/Organiser, IIT Kharagpur to the shortlisted applicants stating the payment procedure.

*** This is a one-time sign up process for applying through IIT Kharagpur online course registration portal.

You can apply for any other program using the same Login-id and Password. For any help please call @ the following help-line numbers: (0)-3222-269626 or Email us: cep_erp@iitkgp.ac.in.

Registration and fee payment.

1. Go to https://erp.iitkgp.ernet.in/CEP/courses.htm

2. Search for the course and register online •

3.1 Option 1:

Pay the amount via online banking: Name of Bank Account: CEP-STC, IIT Kharagpur; Bank Name: Syndicate Bank; Branch Name: SRIC, IIT Kharagpur; SB Account No.: 95562200002955; IFSC Code: SYNB0009556; MICR: 721025103; SWIFT: SYNBINBB120.

OR

3.2 Option 2:

<mark>The course fee can be submitted in the form of a demand draft drawn in favor of 'CEPSTC, IIT Kharagpur' payable at Kharagpur.</mark>

4. Email the filled-up registration form with payment details

Registration Form:

Name:

Designation:

Office Address:

Phone:

Mobile:

Email:

Date of Birth:

Highest academic qualification:

Requirement of accommodation:

Draft No……………………………….………dt……………………..…….. amounting Rs. ………………………………… drawn on ………………….. Bank.

OR

NEFT Transaction No:

………………………………….……………dt…………….………… for Rs.……………………………………..… through…………………………………………………….Bank Recommendation and forwarding from the organization where working (Optional) Date: Place: Signature of the Applicant

Recommendation and forwarding from the organization where working (Optional)

Date:

Place:

Signature of the Applicant