

AICTE-QIP Sponsored Course on Project Management

1 week, 4 – 10 February 2019 at IIT Kharagpur

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**

- 1 week, 4 – 10 February 2019 (9:30 AM – 6 PM)
- IIT Kharagpur – Vinod Gupta School of Management

6. **Program Fee**

- Nil for AICTE-QIP sponsored participants
- For others - INR 20,000/- (Twenty thousand) + GST per participant

7. **Batch size:** 30 (approx.)

8. **Last day of Registration:** 28th January 2019

9. **Accommodation** will be provided to the AICTE-QIP sponsored participants at the campus Guesthouse. For other participants, the same will be provided on chargeable basis as per rule.

(contd.)

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.

Co-Coordinator

Dr. (Mrs) Prabina Rajib

Dr. (Mrs) Prabina Rajib is a Fulbright Fellow and is currently the Dean – Vinod Gupta School of Management, IIT Kharagpur. She is a professor of finance & accounts with research interests in project and corporate finance, international finance, financial accounting, and commodity markets & derivatives. She has published about 40 papers in refereed journals, 18 conference papers, and developed NPTEL courses. Six Ph.D. scholars completed their theses under her guidance and another 4 are ongoing. She has authored two books, namely, 1. *Commodity Derivatives & Risk Management* (PHI Learning, 2014), and 2. *Stock Exchanges & Investments—Straight Answers to 250 Nagging Question*. She holds Masters (Economics), MBA, and Ph.D. degrees.

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).

Dr. Amit Upadhyay

Dr. Amit Upadhyay is a faculty in Vinod Gupta School of Management at IIT Kharagpur. After his M.Tech. and PhD (Industrial Engineering & Operations Research) from IIT Delhi, he was a research fellow at NUS Singapore and PolyU Hong Kong. He has handled industry projects sponsored by Container Corporation of India, GatewayRail Freight, Proctor & Gamble, and International Water Management Institute. His R&D interests include Operations Research, Supply Chain Modeling, Transportation and Logistics Management. His decision support tools are being used by transportation and logistics companies. He has published in international peer reviewed journals and conferences.

(contd.)

11. How to Apply

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

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:

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

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