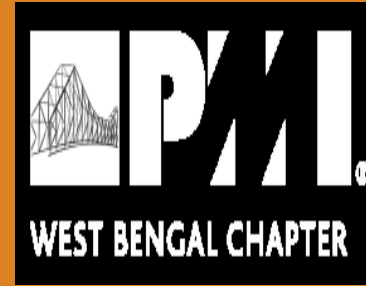


# Executive Training Program on Project Management

Jointly Organized by




IIT KHARAGPUR




PMI WEST BENGAL CHAPTER

## Duration

- 
- ✓ 3 Days (2 to 4 November 2019): Fundamentals of Project Management  
OR
  - ✓ 5 Days (2 to 6 November 2019): Advanced Project Management

## Venue



Department of Industrial and Systems Engineering  
Indian Institute of Technology (IIT) Kharagpur, Kharagpur 721 302

## Contact Person

**Dr. Jitesh J. Thakkar**

Department of Industrial & Systems Engineering

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Phone: +91 3222 281830

# About the Organizing Institutions



## IIT Kharagpur

The Indian Institute of Technology Kharagpur was set up as the first of the IITs, in 1950. Along with the other IITs, it was marked as an institute of National Importance, and has made a critical contribution to the development of engineering and technical skills in our country. IIT Kharagpur now counts about 18 academic departments and five centres of excellence. The vast tree-laden campus, spreading over 2100 acres, provides a collegiate atmosphere that enhances learning and helps expose visitors to multiple disciplines.

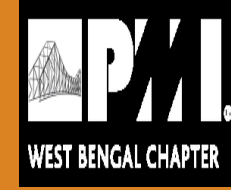
The Industrial and Systems Engineering Department, with a 40 year legacy, has always been at the forefront in developing analytical solutions to real life industry problems in the domains of supply chain, operations, quality and safety. The department continuously monitors the changing needs of the industry and works to provide sustainable solutions.

## PMI West Bengal Chapter

Project Management Institute West Bengal (PMI West Bengal Chapter) is a chartered component of PMI, USA and is registered society under Societies Act. The Chapter was completely formalized on January 2012 as a non-profit membership association dedicated to project management. PMI is the world's leading not-for-profit membership association for the project management profession, with more than half a million members and credential holders in 185 countries.

PMI's worldwide advocacy for project management is supported by its globally-recognized standards and credentials, extensive research program, and professional development opportunities. These products and services are the basis of greater recognition and acceptance of project management's successful role in governments, organizations, academia and industries.

# What the Course will Deliver?



A project manager has a lot to worry about—project cost management, creating a project charter, handling project management information technology, and developing project scope. He or she needs to master communication management, as well as control project deadlines and due dates through forecasting and project schedule management.

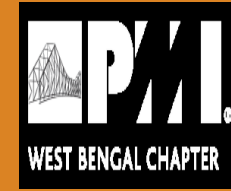
This program on project management teaches techniques that will help you plan, implement, and complete projects with desired results...on time and within budget. Learn how to use project management systems and tools to create clear project missions and goals. Learn to accurately estimate project time and costs, employ project quality management, schedule and allocate time-critical resources, and establish feedback systems for project control.

The focus of this program is to acquaint the participants with Project Management practices. The course will focus on the fundamental principles, key tools and core methodologies of Project Management.

**THIS PROGRAM INCLUDES HANDS-ON EXERCISES ON PROJECT MANAGEMENT WITH SOFTWARE EXERCISES AND CASE STUDY DISCUSSION.**



# Learning Objectives, Participants and Program Resources



## Learning Objectives

The objectives of the program are:

- ✓ Use a step-by-step process for successful projects
- ✓ Improve estimation of project costs, resources, and time
- ✓ Improve your overall project management tracking
- ✓ Control projects through special methods, tools, and techniques
- ✓ Understand the roles and responsibilities of any successful project manager and review the Project Management Institute's (PMI) body of knowledge (PMBOK)
- ✓ To encourage the participants to prepare for PMP certification

## Target Participants

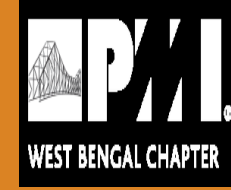
The Project Management program is designed for **middle** and **senior level managers** seeking to learn and implement the project management practices in their organization. It is the most appropriate program for managers, **holding positions of responsibility within functional departments of large, medium and small business houses**

## Program Resources

Faculty Experts from IIT Kharagpur and experienced PMP certified professionals from Project Management Institute (PMI) will conduct the training sessions. The program will be well supported by the learning resources like exercises, power-point presentations, cases, videos etc.



# Program Content

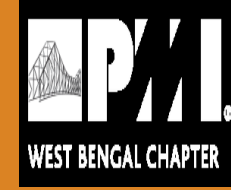


Day	Coverage
Day 1	<ul style="list-style-type: none"><li>✓ Course Overview</li><li>✓ <b>Project Management Framework:</b> Overview of project management, different stages in a project, slippages in projects</li><li>✓ <b>Project Integration Management:</b> Project Charter, Preliminary Scope Statement, Project Management Plan</li></ul> <b>Case study and Software Exercises</b>
Day 2	<b>Project Scope &amp; Schedule Management:</b> Network Techniques: Activity, events, drawing of networks, critical path, float, methods to find critical path. PERT: Uncertainty, estimation of activity time, network simulation, project completion probability <b>Case study and Software Exercises</b>
Day 3	<ul style="list-style-type: none"><li>✓ <b>Project Cost Management:</b> Project budgeting, time-cost trade-off, optimum compression of project duration</li><li>✓ <b>Project Resource Management:</b> Resource aggregation, resource profile, resource smoothing, multiple resource scheduling</li></ul> <b>Case study and Software Exercises</b>

## Coverage For Three-Days Program



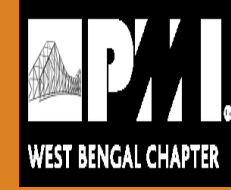
# Program Content continued...



Day	Coverage
Day 4	<ul style="list-style-type: none"> <li>✓ <b>Project Quality Management:</b> Key concepts of quality assurance vs quality control; control charts, upper and lower control limits</li> <li>✓ <b>Project Risk Management:</b> Composite impact factor, composite likelihood factor, risk time, risk list, expected value method</li> <li>✓ <b>Project Procurement Management:</b> Project materials requirement planning, Materials receipt, handling, storage, issues, bills payment , Inventory management, Interfacing materials plan with project schedules, Vendor development and evaluation, Contingency planning</li> </ul> <p><b>Case study and Software Exercises</b></p>
Day 5	<ul style="list-style-type: none"> <li>✓ <b>Contracts Management and Legal Aspects:</b> Specification of contracts, criteria for awarding contracts, follow-up, Coordination</li> <li>✓ <b>Project Monitoring and Control using Earned Value Management</b></li> <li>✓ <b>Behavioural Aspects in Project Management:</b> Project organization structure, management of project personnel motivation, project manager's role, Teams &amp; Team Management, Leadership in projects etc.</li> <li>✓ <b>Communication management:</b> Communication channels, modes of communication, planning for effective communication in project environment</li> <li>✓ <b>Issues in Project Closure</b></li> </ul> <p><b>Case study and Software Exercises</b></p>

## Additional Coverage For Five-Days Program

# Essential Information



## Program Coordinator

- ✓ Prof. Jitesh J. Thakkar, IIT Kharagpur
- ✓ Prof. S P Sarmah, IIT Kharagpur
- ✓ Mr. Arabinda Bhar, PMI West Bengal Chapter (PMIWBC)
- ✓ Mr. Suman Das, PMI India Champion, PMI West Bengal Chapter



## Fee Structure

Training Charges:

For Three-Days Program:

Rs. 17,700 (15,000 + 18% GST)

For Five-Days Program:

Rs. 29,500 (25,000 + 18% GST)

Interested individual candidates or organizations sponsoring candidates may please send the registration form to Dr. Jitesh J. Thakkar, Department of Industrial and Systems Engineering along with a print out of online fees payment receipt.



# Mode of payment



## Registration fees should be paid online into the following account:

Authority holding the account: Dean, CE, IIT Kharagpur  
Name of Account: CEP-STC  
Bank Name: Syndicate Bank  
Branch Name: SRIC, IIT Kharagpur 721302  
Address: Dist. Paschim Medinipur, West Bengal  
BRANCH MICR NO. 721025103  
Account Type: SB  
Account No. 95562200002955  
IFSC Code: SYNB0009556  
SWIFT Code: SYNBINBB120



## Accommodation

Arrangements for single accommodation will be made at IITKGP Technology Guest House for those who need it. Approximate expenses for boarding & lodging is Rs.2000 per day, to be directly paid to Guest House.



## Contact Person

**Dr. Jitesh J. Thakkar**

Department of Industrial & Systems Engineering

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