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**Executive Training Programme in  
Project Management (with MS Project Software)**  
**19-21 December 2014**

**Venue**

**IIT Kharagpur Extension Centre  
HC Block, Sector III  
Salt Lake City, Kolkata – 700106**



**Department of Industrial & Systems Engineering  
Indian Institute of Technology Kharagpur, Kharagpur 721 302**

**COORDINATORS**

**Prof Jitesh Thakkar**  
**Tel:** 03222-281830  
**Mobile:** +91-8001438700  
**E-mail:** [jtiitkgp@gmail.com](mailto:jtiitkgp@gmail.com)  
[jt@iem.iitkgp.ernet.in](mailto:jt@iem.iitkgp.ernet.in)

**Prof B Mahanty**  
**Tel:** 03222-283736  
**Mobile:** +91-9434704873  
**E-mail:** [bm@hijli.iitkgp.ernet.in](mailto:bm@hijli.iitkgp.ernet.in)

# **Executive Training Programme in Project Management (with MS Project Software)**

## **19-21 December 2014**

### **WHY PROJECT MANAGEMENT?**

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.

### **HOW THIS PROGRAMME IS DIFFERENT:**

#### **THIS PROGRAM INCLUDES HANDS-ON EXERCISES ON PROJECT MANAGEMENT USING MOST POPULAR SOFTWARE MS PROJECT**

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.**

### **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)

### **TARGET PARTICIPANTS:**

The Project Management program is 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.**

### **PROGRAMME RESOURCES:**

Faculty Experts from IIT Kharagpur will conduct course sessions. The program will be well supported by the learning resources like exercises, power-point presentations, cases, videos etc.

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### **PROGRAMME CONTENT:**

- ❖ Project Lifecycle, Project constraints, Project management processes, Benefits of structured project management
- ❖ Needs and Requirements Gathering, Project Definition, Project Selection
- ❖ Project Scheduling, Controlling and Managing Project Schedules, Work Breakdown Structure (WBS), Developing schedules, Network diagramming techniques, PERT and CPM
- ❖ Theory of constraints and critical chain project management, Constrain management, Buffer management, Drum-Buffer-Rope based planning and scheduling, Critical chain v/s critical path
- ❖ Resources and Resource Planning
- ❖ Cost Planning, Tracking and Control, Developing project estimates and budgets, Managing/controlling project budgets, Earned value management (EVA analysis)
- ❖ Project Quality and Risk Management, Project Quality, Planning risk management, Identifying risks, Qualitative risk analysis, Quantitative risk analysis
- ❖ Project Procurement Management, Contracts procurement management, Claims and Contracts management in Projects
- ❖ Project Human Resource Management, Exercising leadership as a project manager, Motivating people, Development of project teams, Managing meetings, Time management and Personal effectiveness
- ❖ Issues in Real Life Infrastructure/ Construction/ IT/ Software Projects

**The program content will be supported by exercises using MS Project software.**

### **PROGRAMME VENUE:**

**IIT Kharagpur Kolkata Campus**  
HC Block, Sector – III  
Salt Lake City, Kolkata – 700106

### **HOW TO APPLY?**

The interested candidates are requested to send their registration form along with bank draft **or** multi-city A/C payee cheque drawn in favor of “**CEP-STC, IIT Kharagpur**” payable at Kharagpur to one of the coordinators **on or before 10<sup>th</sup> December 2014.**

The brochure can be downloaded from the website <http://www.iitkgp.ac.in/topfiles/stc.php>

**A certificate of participation will be issued from the Office of Dean (Continuing Education), Indian Institute of Technology Kharagpur, to all the participants.**

**Late registrations are regretted!**  
**Total number of seats is restricted to 20.**

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**COURSE FEES**

The fee for the THREE-DAY Program is Rs. 25,000/- per candidate.

The **course fee includes** training kits, working lunch and tea/ coffee & refreshments during lecture schedule.

**The course fee DOES NOT include accommodation for the participants.**

A good number of hotels in the Salk Lake area, Kolkata are available and candidates may book their accommodation in advance on their own.

**Payment is to be made through bank draft or multi-city A/C payee cheque drawn in favor of “CEP-STC, IIT Kharagpur” payable at Kharagpur.**

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**Registration Form**

1. Name: \_\_\_\_\_

2. Affiliation: \_\_\_\_\_

3. Educational Qualification:

\_\_\_\_\_

4. Address for Correspondence:

\_\_\_\_\_

\_\_\_\_\_

5. Telephone: \_\_\_\_\_

6. Mobile: \_\_\_\_\_

7. E-mail: \_\_\_\_\_

**8. Draft/ Cheque Details:**

Draft/ Cheque No. \_\_\_\_\_

Date: \_\_\_\_\_

Amount Rs. \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

\_\_\_\_\_  
**Signature of the participant**