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**Executive Training Programme in
Project Management**
11-14 May 2013

Venue

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



**Department of Industrial Engineering and Management
Indian Institute of Technology Kharagpur**

COORDINATORS

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Executive Training Programme in **Project Management** **11-14 May 2013**

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 certificate programme 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.

YOU WILL LEARN TO:

- 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
- Assess and improve your current project management system
- Immediately apply project management principles back at work
- Effectively initiate, plan, execute, control, and close out projects
- Understand the roles and responsibilities of any successful project manager and review the Project Management Institute's (PMI) body of knowledge (PMBOK)

ELIGIBILITY CRITERIA:

The target audiences are personnel who are expected to fulfill the following criteria:

- Engineering Graduates with a minimum of 3 years of experience
OR
- Diploma Engineers with experience between 5 and 8 years
OR
- Engineering Graduates with additional management qualifications with 1 year of experience.

Prospective Participants are expected to have had involvement, be involved or potentially be involved in projects or with project teams.

PROGRAMME RESOURCES:

Faculty Members from IIT Kharagpur and Practitioners from the domain of Project Management will conduct course sessions. The programme will be well supported by the learning resources like text book, cases, study reports, study kit, etc.

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PEDAGOGY:

- Class room teaching and lecturing
- Group activities and presentation
- Case studies

PROGRAMME CONTENT:

Day#1	<p>Module 1: Course Introduction, Definition and Attributes of Projects, Project Lifecycle</p> <ul style="list-style-type: none"> • Project definition and characteristics • Examples of projects • Project constraints • Risks • Project lifecycles • Project management processes • Benefits of structured project management <p>Module 2: Needs and Requirements Gathering, Project Definition, Project Selection</p> <ul style="list-style-type: none"> • Needs assessment • Requirements gathering • Project definition and charter development • Project selection <p>Module 3: Work Breakdown Structures, Estimating Effort</p> <ul style="list-style-type: none"> • Work Breakdown Structures (WBS) • Purpose of the WBS • Developing a WBS • Using the WBS to estimate effort and costs • Best practices for estimating effort
Day#2	<p>Module 4: Project Scheduling, Controlling and Managing Project Schedules</p> <ul style="list-style-type: none"> • Converting effort estimates into activity duration • Developing schedules • Network diagramming techniques • PERT and CPM • Gantt charts • Calculating schedules • Using schedules to monitor and control projects • MS project based scheduling <p>Module 5: Resources and Resource Planning</p> <ul style="list-style-type: none"> • What is a resource? • Identifying project resources • What every project manager should know about their resources • Resource pools • Planning with resources • Calculating schedules with resources • Estimating costs with resources

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Day#3	<p>Module 6: Cost Planning, Tracking and Control, Change Management</p> <ul style="list-style-type: none"> • Developing project estimates and budgets • Managing/controlling project budgets • Earned value management • Change management • Scope management • Change control plans <p>Module 7: Project Procurement Management</p> <ul style="list-style-type: none"> • Project Procurement and Materials Management • Contracts procurement management • Claims and Contracts management in Projects • Commercial aspects in project <p>Module 8: Project Risk Management</p> <ul style="list-style-type: none"> • Planning risk management • Identifying risks • Qualitative risk analysis • Quantitative risk analysis • Planning risk responses • Monitoring and controlling risks <p>Module 9: Project Human Resource Management</p> <ul style="list-style-type: none"> • Exercising leadership as a project manager, Motivating people, Development of project teams, Managing meetings • Time management and Personal effectiveness
Day#4	<p>Module 10: Professional Responsibility, Skills, Project Communication and Documentation</p> <ul style="list-style-type: none"> • Professional responsibility and ethics • Developing and maintaining skills • Project communications • Project documentation <p>Module 11: Project Closing</p> <ul style="list-style-type: none"> • Scope verification • Transferring deliverables to the customer • Post-project review <p>Module 12: Theory of constraints and critical chain project management</p> <ul style="list-style-type: none"> • Constrain management • Buffer management • Drum-Buffer-Rope based planning and scheduling • Critical chain v/s critical path <p>Module 13: Issues in Real Life Projects</p> <ul style="list-style-type: none"> • Project Complexities in Infrastructure/ Construction Projects • Project Complexities in IT/ Software Projects

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PROGRAMME VENUE:

IIT Kharagpur Kolkata Campus
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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 25th April 2013.**

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

COURSE FEES

The fee for the FOUR-DAY certificate programme is Rs. 35,000/- per candidate.

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

The course fee DOES NOT include accommodation for the participants.

There are good numbers of hotels in the Salk Lake area and candidates may book their accommodation in advance.

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

Signature of the Sponsoring Authority

(with Seal)