**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | National Institute for Entrepreneurship and Small Business Development (NIESBUD) |
| B. Name/Title of the Course | **Project Management Training & Certification (PMTC)** |
| C. Course Dates with Duration in Weeks  ***[note****: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]* | From 07 January 2019 – 15 February 2019  6 Weeks / 1-1/2 Month |
| D. Eligibility Criteria for Participants  1. Educational Qualifications  2. Work Experience required, if any  3. Age Limit  *[****note****: ITEC norms is 25-45 years]*  4. Target Group *[Level of participants and target ministries/departments etc. may be indicated]* | I) ‘A’ Level or Equivalent  **The medium of instruction being English, adequate knowledge of English is necessary for effective participation.**  II) Sufficient experience in the area of Entrepreneurship Education, Project Management and Small Business Development, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.  III) 25-45 Years  (IV) The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. |
| E. Aims & Objectives of the Course | * How to increase profitability & optimize opportunity across projects * Latest tools and techniques for efficient Project Management. |
| F. Learning Outcomes | Knowledge:  The programme will help building the capabilities of trainers/promoters by enhancing their professional ability to develop a systematic approach to managing and controlling different types of projects and different types of change anddeliver projects successfully, through innovative concepts.  Skills:   * Personal Skills – Leadership, Team Building, Interpersonal communication, Effective Negotiation, Creativity & Innovation, Training & Counseling * Active Risk Management * IT Skills – Digital Marketing * Project Management – People, Time and Cost Management * Change & Conflict Management * Problem Solving and Decision Making |
| G. Course Contents / Syllabus *[please attach course details / profile]* | **COURSE CONTENTS**  **BASICS OF PROJECT MANAGEMENT**   * Concept of project * Classification * Characteristics of project * Introduction to project management * Project life cycle * Organization structure   **PROJECT IDENTIFICATION AND APPRAISA/FEASIBILITY**   * Project Identification * Generation of Ideas * SWOT Analysis * Preliminary Screening * Project Rating and Index * Market demand analysis * Project Plan Development * Selection of Project Manager based on skills, project charter * Feasibility study * Political, Economic, Sociological, Technical, Legal, Environmental (PESTLE) analysis * Stakeholders’ expectations analysis * Success criterion for stakeholders * Financial management key concepts (Time value of money, cost of capital) * Investment Evaluation (Payback period, NPV, IRR, Profitability Index etc.)   **PROJECT PLANNING**  **BROAD PLANNING**:   * Duration of project and resources available * Time plan – key mile stones * Introduction to cost budget * Period-wise progress plan vs expenditure plan   **SCOPE MANAGEMENT:**   * Project scope management process * Product breakdown structure * Work breakdown structure * Statement of Work (SOW) * Scope change control   **HUMAN RESOURCE MANAGEMENT:**   * Roles and responsibilities of project manager, team members, functional managers etc. * Training & Development * Recognition and rewards * Team performance assessment   **TIME MANAGEMENT:**   * Gantt charts * Programme Evaluation Review Technique (PERT) * Critical Path Method (CPM) * Duration Compression   **COST MANAGEMENT:**   * Estimation techniques * Cost baseline * Earned value management system   **QUALITY MANAGEMENT:**   * Concept of quality * Quality planning, assurance and control * Quality tools * Total quality management * ISO 90001 for quality   **INTEGRITY & ETHICS:**   * Defining integrity policy * Code of conduct of all participants * Zero tolerance areas   **COMMUNICATION MANAGEMENT:**   * Communication model * Types of communication * Communication plan * Barriers to communication   **PROJECT IMPLEMENTATION**  **DEVELOPING & MANAGING TEAMS:**   * Team development stages * Alignment of team members * Synergy approach to team working * Motivating team members * Conflict management   **RESOURCE MANAGEMENT:**   * Resource histograms * Resource ‘S’ curves   **PROCUREMENT & CONTRACTS:**   * Types of contracts * Law of contracts * Negotiation techniques & skills * Supply chain management   **CHANGE CONTROL:**   * Identifying and approval of changes * Change control process * Change log   **HEALTH, SAFETY, ENVIRONMENT PLANS:**   * ISO 14001 for environment * OHSAS 18001 for health and safety   **DOCUMENTATION:**   * Technical documentation * Performance reports * Monitoring reports * Quality control records   **PROJECT MONITORING & CONTROL**  **INFORMATION & REPORTS:**   * Planning documentation & reports * Managing the information   **PROJECT MONITORING PROCESS:**   * Management information system for periodic key parameter reporting * Review meetings (agenda and periodicity)   **TIME & COST OVER-RUNS:**   * Identifying delays and anticipated delays * Deciding on corrective steps and integrating into plan * Cost over-runs foresee and apply corrective action well in time   **PROBLEM SOLVING:**  **Tools and techniques**   * Define the problem * Determine the causes * Generate ideas * Select the best solution * Take action   **RISK AND OPPORTUNITY CONCEPTS:**   * Risk identification * Qualitative & quantitative risk assessment * Risk response strategies * Risk tools   **PROJECT CLOSING**  **INTEGRATION OF PROJECT:**   * Coordinating subprojects for alignment * Achieving and parameters (technical)   **DELIVER & CLOSEOUT OF PROJECT:**   * Formal check and verification by customer * Handling over documents to be well prepared and signed by concerned parties   **PENALTY CLAUSES:**   * Penalty for deficiency in meeting technical parameters * Penalty for delays * Liquidated damages * Ceiling penalty   **KNOWLEDGE INFRASTRUCTURE FOR PROJECT MANAGEMENT:**   * Knowledge leverage   **Field Studies**  Visit to various industrial/business centres in different parts of India. |
| H. Mode of Evaluation of performance of the participants | 1. Individual assignment/presentation 2. Assignment 3. Quiz 4. Study Visit reports 5. Action Plan preparation & presentation 6. Attendance 7. Overall behavior during program |