**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.
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| 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
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| 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
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