

TRAINING PROGRAMME ON PROJECT MANAGEMENT

25 - 29 July 2016

PROGRAMME SCHEDULE

Time	Topic	Speaker
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Day 1: 25 July 2016

10:00AM – 11:00AM	Registration & Inauguration Director and Faculty members of IITG. Adviser/Director of Department of Public Enterprises, Government of India	
11:00AM – 11:15AM	High Tea	
11:15AM – 12:15PM (Session I)	Ice Breaking Session Project Formulation (Lecture and discussions) Basic concept of Project Management	Dr. P. C. Kalita
12:15PM – 01:15PM (session II)	Project Administration (Lecture and discussions) Project Planning, Implementation, Monitoring and Evaluation, Impact Assessment, Project Administration, Project Organization.	Shri Shantikam Hazarika Management Consultant
01:15PM – 02:15PM	Lunch Break	
02:15PM – 03:30PM (Session III)	Change management (Lecture and discussions) Basic concepts of change management. Change in system, product, process and service. Project management as management of change.	Shri Shantikam Hazarika Management Consultant
03:30PM – 03:45PM	Tea Break	
03:45PM – 05:00PM (Session IV)	Innovation Management (Lecture and discussions) Innovation for achieving competitive advantage. Idea generation. Identification of innovative projects	Prof. A.K Das

Day 2: 26 July 2016

10:00AM – 11:00AM (Session I)	Project Formulation (Group activity and lecture) Group formation & selection of topic for project. Brainstorming for idea generation. Systems Approach and Gap analysis.	Dr. P. C. Kalita
11:00AM - 11:15AM	Tea Break	
11:15AM – 12:30PM (Session II)	Project Formulation (Group activity and lecture) Concept Development, Background study, Need, Aims and objectives, Expected outcome, issues of change management, stakeholders assessment.	Dr. P. C. Kalita
12:30PM – 01:30PM	Lunch Break	
01:30PM – 02:30PM (Session III)	Tools and Techniques of Project Planning and Monitoring (Lecture and discussions) Work Breakdown Structure, Network Technique Programme Evaluation and Review Technique/Critical Path Method	Dr. S. Pal & Dr. D. Sharma
02:30PM – 02:45PM	Tea Break	
02:45PM – 04:00PM (Session IV)	Tools and Techniques of Project Planning and Monitoring (Group activity and lecture) Identification of tasks, duration and resources	Dr. S. Pal & Dr. D. Sharma

Day 3: 27 July 2016

10:00AM – 11:00AM (Session I)	Tools and Techniques of Project Planning and Monitoring: Demonstration of MS Project Gantt Chart, Scheduling of Tasks, Generation of Critical Path, Description of Critical activities, Project duration	Dr. P. C. Kalita
11:00AM - 11:15AM	Tea Break	
11:15AM – 12:30PM (Session II)	Tools and Techniques of Project Planning and Monitoring: Demonstration of MS Project Identification of resource, Resources Allocation, Cost estimation, Resource graph, Project statistics, Project Progress monitoring, Reports.	Dr. P. C. Kalita
12:30PM – 01:30PM	Lunch Break	
01:30PM – 02:30PM (Session III)	Project Formulation Financial Structuring and Risk Assessment of Projects	Dr. M Srikanth IIM Shillong
02:30PM - 02:45PM	Tea Break	
02:45PM – 04:00PM (Session IV)	Project Cost Estimation & Appraisal Cost benefit analysis, NPV, IRR, Pay back period, Social cost-benefit analysis for development Projects, Environment Impact Analysis.	Dr. M Srikanth IIM Shillong

Day 4: 28 July 2016

10:00AM – 11:00AM (Session I)	Group Activity: Definition of aims and objectives of the project, recognition of the need of the project, project outline, target beneficiaries, identification of stakeholder Identification of human resources, Identification of stakeholders Outsourcing, Construction of Project organization.	Dr. P. C. Kalita Dr. S. Pal and Dr. D. Sharma
11:00AM – 11:15AM	Tea Break	
11:15AM – 12:30PM (Session II)	Group activity: MS Project: Identification of activities, Identification of resources, Resources Allocation	Dr. P. C. Kalita Dr. S. Pal and Dr. D. Sharma
12:30PM – 01:30PM	Lunch Break	
01:30PM – 02:30PM (Session III)	Group activity: MS Project Identification of resource, Resources Allocation, Cost estimation, Resource graph, Project statistics, Project Progress monitoring, Reports	Dr. P. C. Kalita Dr. S. Pal and Dr. D. Sharma
02:30PM – 02:45PM	Tea Break	
02:45PM – 04:00PM (Session IV)	Group activity: Preparation of project report and presentation	Dr. P. C. Kalita Dr. S. Pal and Dr. D. Sharma

Day 5: 29 July 2016

10:00AM – 11:00AM (Session I)	Group Presentation and Discussions	All
11:00AM – 11:15AM	Tea Break	
11:15AM – 12:30PM (Session II)	Group Presentation and Discussions	All
12:30PM – 01:30PM	Lunch Break	
01:30PM – 02:30PM (Session III)	Group Presentation and Discussions	All
02:30PM – 02:45PM	Tea Break	
02:45PM – 04:00PM (Session IV)	Valediction	