

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
**Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi-110032**

F. No.6/1/10/10-UTCS(TS-II)/ 31121-31288

Dated: 15-11-2010

**CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. A list of courses under "**Basic Managerial Competence**" is enclosed. The three days training course on "**Basic Managerial Competence on Project Management**" is an important course in this list. The Course shall commence on **29.12.2010 to 31.12.2010 (Wednesday to Friday)**.

**IMPORTANCE OF THE COURSE**

Project Management is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives. A project is a temporary endeavor, having a defined beginning and end (usually constrained) undertaken to meet unique goals and objectives, usually to bring about beneficial change or added value. The temporary nature of projects stands in contrast to business as usual (or operations), which are repetitive, permanent or semi-permanent functional work to produce products or services. In practice, the management of these two systems is often found to be quite different, and as such, Management of Project requires the development of distinct technical skills and the adoption of separate management. The primary challenge of project management is to achieve all of the project goals and objectives while honoring the preconceived project constraints.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to keep government authorities and those engaged in the Project Management field to meet the challenges for construction projects goods or services with technical specifications agreements to ensure operational performance. The Course would be useful to all senior level / middle level functionaries. Training Module / Learning Units are enclosed.

**OBJECTIVES OF THE COURSE**

At the end of the Course, the participants will be able to:

1. Explain various aspects of Project Management.
2. List points and steps needed for standard Project Management.
3. Elaborate needed aspects of Project Management.
4. To carry out Document Automation.

**CONTENTS OF THE COURSE**

1. Project Management
2. Characteristic of a Project
3. Project Planning
4. Project Implementation
5. Project Monitoring
6. Project Team Management
7. Closing the Projects
8. Project Inventory Management
9. Case Studies of Project Management with Special focus on Delhi

**METHODOLOGY OF THE COURSE**

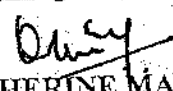
The Course would be conducted by experts who are experienced in the area of Project Management. While lecture method would be generally followed, case examples may also be included in some sessions. The Course would be interactive and participants will be encouraged to raise questions and get their doubts cleared.

### NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent **by 22.12.2010**.
4. **Nominations received after 22.12.2010 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

### OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information / clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 email address [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in) / [dutcs@nic.in](mailto:dutcs@nic.in).

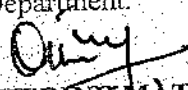
  
(CATHERINE MATHAI)  
Assistant Director (Trg.)  
Tel. No. 22303843

Dated: -11-2010

F. No.6/1/10/10-UTCS(TS-II)/

#### **Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

  
(CATHERINE MATHAI)  
Assistant Director (Trg.)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
 Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE**  
**ON PROJECT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (29 <sup>th</sup> December to 31 <sup>st</sup> December, 2010)	
Number of Sessions		12 (Twelve)	
Training Branch		II	
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director	
<b>Sessions</b>	<b>Duration</b>	<b>Topics</b>	<b>Proposed Speaker</b>
<u>29<sup>th</sup> December, 2010 (Wednesday)</u>	75 Min.	Project Management	
<b>Session – I</b> 10.00 am- 11.15am			
Tea			
<b>Session – II</b> 10.00 am- 11.15am	75 Min.	Characteristic of a Project	
<b>Lunch</b>			
<b>Session – III</b> 10.00 am- 11.15am	75 Min.	Project Planning	
<b>Tea</b>			
<b>Session – IV</b> 10.00 am- 11.15am	75 Min.	Project Implementation	
<u>30<sup>th</sup> December, 2010 (Thursday)</u>	75 Min.	Project Monitoring	
<b>Session – V</b> 10.00 am- 11.15am			
Tea			
<b>Session – VI</b> 10.00 am- 11.15am	75 Min.	Project Monitoring	
<b>Lunch</b>			
<b>Session – VII</b> 10.00 am- 11.15am	75 Min.	Project Team Management	
Tea			
<b>Session – VIII</b> 10.00 am- 11.15am	75 Min.	Project Team Management	
<u>31<sup>st</sup> December, 2010 (Friday)</u>	75 Min.	Closing the Projects	
<b>Session – IX</b> 10.00 am- 11.15am			
Tea			
<b>Session – X</b> 10.00 am- 11.15am	75 Min.	Project Inventory Management	
<b>Lunch</b>			
<b>Session – XI</b> 10.00 am- 11.15am	75 Min.	Case Studies of Project Management with Special focus on Delhi	
Tea			
<b>Session – XII</b> 10.00 am- 11.15am	75 Min.	Case Studies of Project Management with Special focus on Delhi	

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
 Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32

**LEARNING UNITS OF TRAINING SESSIONS ON BASIC  
 MANAGERIAL COMPETENCE ON PROJECT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (29 <sup>th</sup> December to 31 <sup>st</sup> December, 2010)		
Number of Sessions		12 (Twelve)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>Session – I</b>	<b>Project Management</b>	<b>Lecture</b>		
<b>Overview</b>	<ul style="list-style-type: none"> <li>○ Definition – overview – Project Plan – Management</li> <li>○ Principles applied to Project Management</li> <li>○ Project Management live cycle and uncertainty</li> </ul>			
<b>Session – II</b>	<b>Characteristic of a Project</b>			
<b>Overview</b>	<ul style="list-style-type: none"> <li>○ Definition the characteristics</li> <li>○ Explaining the need for Project Management</li> <li>○ Compare and contrast role of a Project Managers in organisational and environment.</li> <li>○ Describing the system of development cycle.</li> <li>○ Explaining the role of system analysis and system management in the life cycle of Project.</li> </ul>	<b>Lecture</b>		
<b>Session – III</b>	<b>Project Planning</b>			
	<ul style="list-style-type: none"> <li>○ Scope</li> <li>○ Problem Statement</li> <li>○ Project Goals – Objections</li> <li>○ Success Criteria – Assumption – Risks – Obstacles – Approval Process</li> <li>○ Projects and Static Planning</li> </ul>	<b>Lecture</b>		
<b>Session – IV</b>	<b>Project Implementation</b>			
	<ul style="list-style-type: none"> <li>○ Project resource requirements</li> <li>○ Types of resources – men – material – finance</li> </ul>	<b>Lecture</b>		
<b>Session – V</b>	<b>Project Monitoring</b>			
	<ul style="list-style-type: none"> <li>○ Evaluation – Control</li> </ul>	<b>Lecture</b>		

	<ul style="list-style-type: none"> <li>Project network technique</li> <li>○ Planning for monitoring and evaluation</li> <li>○ Project audits</li> <li>○ Project Management Information System</li> <li>○ Project scheduling – PERT, CPM</li> <li>○ Project Communication</li> <li>○ Post Project Review</li> </ul>			
<b>Session – VI</b>	<b>-do-</b>			
	○	<b>Lecture</b>		
<b>Session –VII</b>	<b>Project Team Management</b>			
	<ul style="list-style-type: none"> <li>○ Recruitment – Organizing human resources</li> <li>○ Team Operating Rules</li> <li>○ Project organization – various forms of Project organizations – Project organization charting</li> <li>○ Project Contracts</li> <li>○ Principles of Projects Contracts</li> <li>○ Compilation of Contracts</li> <li>○ Practical Aspects</li> <li>○ Legal Aspects</li> <li>○ Global tender</li> <li>○ Negotiation</li> <li>○ Insurance</li> </ul>	<b>Lecture</b>		
<b>Session –VIII</b>	<b>-do-</b>			
	○	<b>Lecture</b>		
<b>Session – IX</b>	<b>Closing the Project</b>	<b>Lecture</b>		
	<ul style="list-style-type: none"> <li>○ Types of Project terminations</li> <li>○ Strategic implementation</li> <li>○ Project is trouble</li> <li>○ Terminal strategic</li> <li>○ Evaluation of termination possibility</li> <li>○ Termination procedure</li> </ul>			
<b>Session – X</b>	<b>Project Inventory Management</b>	<b>Lecture</b>		
	<ul style="list-style-type: none"> <li>○ Nature of project inventory</li> <li>○ Supply and transportation of material</li> <li>○ Use of PERT, CPM techniques</li> <li>○ Describing strategic and project terminals</li> <li>○ Records lessons learn for future use and communication other</li> </ul>			

Session -XI	Case studies of Project Management with special focus on Delhi	Lecture		
	<ul style="list-style-type: none"> <li>o DMRC Projects</li> <li>o Commonwealth Games Project</li> </ul>			
Session -XII	-do-			
	o	Lecture		

Dr. of Eng. (P&T)  
 Govt. of M.P. of India  
 National Area  
 Alwar Nagar  
 Bhopal, India-462002

**DIRECTORATE OF TRAINING: (UNION TERRITORIES CIVIL SERVICES)**

**BIODATA FORM**

(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: \_\_\_\_\_

Course Code: \_\_\_\_\_

Date of Training Programme : \_\_\_\_\_

[Tick mark (✓) the appropriate box]

01.	Name (As per Service Book)													First			
														Middle			
														Last			
02.	Designation																
03.	Service Cadre	IAS	<input type="checkbox"/>	DANICS	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Accounts	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>
04.	Name of the Department/Organisation																
05.	Category of Dept./Organisation	Delhi Govt.	<input type="checkbox"/>	Local Body	<input type="checkbox"/>	Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>	Others	<input type="checkbox"/>						
06.	Employee Code (If any)																
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY					
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>												
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>						
		Pl. Specify															
10.	Educational Qualification (Highest qualification)	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D.	<input type="checkbox"/>	Others	<input type="checkbox"/>
11.	Professional/Technical qualification																
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY					
13.	Pay Band & Grade Pay																
14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes																
15.	Contact Number	Office										Personal					

Signature \_\_\_\_\_

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