

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. The three days training course on "Basic Managerial Competence on Project Management" is an important course in this list. The Course shall commence on 13.12.2011 to 15.12.2011 (Tuesday to Thursday).

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 may be sent by 05.12.2011.
4. Nominations received after 05.12.2011 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 observe punctuality and regularity.
2. Participants are expected to keep their mobile phones on silent mode during the training sessions.

3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in

Bhatia
(RAJESH BHATIA)
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Tel. No. 22303844

F. No.6/2/(2)/2011-12-UTCS(TS-II)/ 31923-32295

Dated: 09-11-11

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. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
5. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

Bhatia
(RAJESH BHATIA)
Assistant Director - II (Trg.)

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON PROJECT MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (13 th to 15 th December, 2011)	
Number of Sessions		12 (Twelve)	
Training Branch		II	
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
DAY 1: 13th December, 2011 (Tuesday)			
Session – I 10.00 am- 11.15am	75 Min.	Project Management	
Tea			
Session – II 11.30 am- 12.45 pm	75 Min.	Characteristic of a Project	
Lunch			
Session – III 01.45 pm- 03.00 pm	75 Min.	Project Planning	
Tea			
Session – IV 03.15 pm- 04.30 pm	75 Min.	Project Implementation	
DAY 2: 14th December, 2011 (Wednesday)			
Session – V 10.00 am- 11.15am	75 Min.	Project Monitoring	
Tea			
Session – VI 11.30 am- 12.45 pm	75 Min.	Project Monitoring	
Lunch			
Session – VII 01.45 pm- 03.00 pm	75 Min.	Project Team Management	
Tea			
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Project Team Management	
DAY 3: 15th December, 2011 (Thursday)			
Session – IX 10.00 am- 11.15am	75 Min.	Closing the Projects	
Tea			
Session – X 11.30 am- 12.45 pm	75 Min.	Project Inventory Management	
Lunch			
Session – XI 01.45 pm- 03.00 pm	75 Min.	Case Studies of Project Management with Special focus on Delhi	
Tea			
Session – XII 03.15 pm- 04.30 pm	75 Min.	Case Studies of Project Management with	