

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.6/2(2)/2011-12-UTCS(TS-II)

Dated: -03-2011

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 19.04.2011 to 21.04.2011 (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

This 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. Understand various aspects of Project Management.
2. Identify the skills needed for standard Project Management.
3. Identify needed aspects of Project Management.
4. Project and Document Automation.

CONTENTS OF THE COURSE

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

METHODS OF THE COURSE

The Course will be conducted by experts who are experienced in the area of Project Management. The case study method would be generally followed, case examples may also be used. The Course would be interactive and participants will be encouraged to share their views.

CLASSIFICATION OF THE COURSE

The Course will be conducted in a class strength of 40 Participants. The selection will be on first-come first-serve basis. The details of the participants in the format prescribed will be submitted to the Director of Training by 15.04.2011. Applications for the course for 2011 may not be entertained. The course is intended to proceed for training only after receipt of the necessary sanction.

2. Participants are expected to keep their mobile phones switched off during training sessions.
3. Participants are expected to complete exercises assigned by the faculty during any training session and also to submit the assignments on the discharge of their duties.
4. Participants are expected to utilize the knowledge gained during the course.
5. Participants may contact the undersigned for any queries regarding the course.
6. Filled up Bio-data forms of nominated officials must be submitted to the undersigned.
7. Bio-data form is available in the department's website under the heading 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22308555 and 22308556 and through Email address adtrg2@utcs.delhi.gov.in

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Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undermines to 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.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
5. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

(Signature)
 Assistant Director (Trg.)

TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON PROJECT MANAGEMENT

Name of the Package of Courses		Basic Managerial Competence on Project Management
Duration of the Course		Three days (27th, 28th & 29th Nov 2011)
Number of Sessions		11
Training Branch		Training
Name of Course Coordinator		Mr. Rajesh Kumar
Sessions	Duration	Topics
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
Tea		
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
Tea		
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