



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)



Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. TS, India

INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Project Management

(Hands-on Training on MS Project 2013)



14 - 16 Nov 2017



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

Introduction

In a competitive world, organizations are constantly looking for opportunities in the form of new products, new ventures, new markets, expansion of the existing facilities, new partners etc., and in the process of dealing with these issues, the organizations are required to master the good practices of project management. It is imperative that projects are managed to win the confidence of stakeholders, realize efficiency and effectiveness in all phases of the projects and to improve the life cycle utility of the projects

This training is designed to help you gain good knowledge about Project Management as well as prepare you for creating & managing your project plan using MS Project

Objectives

- To understand Components of a Project Management
- To understand Working with Tasks
- To understand how to create and work with Resources
- To understand Tracking and Managing Projects
- To understand Resource Pool
- To understand Managing a Project with a Case Study

Course Coverage

- Introduction about Project Management
- Organization
- Processes
- Integration Management
- Scope Management
- Time Management
- Cost Management
- HR Management
- Quality Management
- Risk Management
- Communication Management
- Procurement Management
- Stakeholder Management
- MS Projects 2013 Features
- Working with Tasks
- Calendars
- Creating and working with Resources
- Tracking & Managing Projects
- Reports
- Master Project
- Resource Pool
- Managing a project with a Case Study.

Target Participants

- Project Managers, Program Managers, Systems Analysts, Team Leaders.
- Senior & Middle Level Engineers, Managers, Professionals, Executives and Practicing Engineers managing projects in Government, Public & Private sector companies.
- Scientists working in Defence Laboratories, Officers from the Armed Forces.
- Project Leads/Managers looking for career growth, better management of projects.
- Professors / Faculty members for Engineering / Management Colleges & Universities.

Methodology

Methodology of the programme includes classroom sessions with Lecture / Discussion with Hands- on Practical, with tools, audio visual aid, benchmarked video shows, chalk & talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

Note: Participants should bring their Laptop for Hands-on Practical & Case Studies.

Benefits to the participants

- After completing this course, the participant will be able to learn best practices for managing projects & creating & managing your project plan using MS Project 2013
- A rare opportunity to experience sharing among numbers of guest speakers and experts from various organizations from all over India.

Programme Venue, Dates & Timings

Venue: Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad. 500032. TS, India.

Dates

14 – 16 Nov, 2017

Timings

On the first day Registration will commence at 09:00 hrs. On all other days the programme timings will be from 09:45 – 17:15 hrs with breaks in between for tea and lunch.

Course Director



Mr. Syed Azgar , MBA(IT), RHCE, MCSA
Faculty & Manager-IT,
Information Technology Division,
Engineering Staff College of India, Hyderabad.

Course Fee

₹ 15,000/- (Residential Fee) per participant. Fee includes course material, course kit, twin-sharing / single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of training programme.

DISCOUNTS

- ❖ **Non – Residential Fee** - 10% discount on course fee is allowed for non- residential participants.
- ❖ **Group Discount** - Additional 10% discount for three or more participants if sponsored by the same organization.

(All discounts are applicable only if fee is received at ESCI before commencement of the programme)

GST @18% is to be paid extra and above the training fee as training is also brought under the purview of Service Tax in Finance Bill 2010. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in favour of **“THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA”** in the form of demand draft payable at Hyderabad. Alternatively the payment may be made by **Electronic Fund Transfer (EFT)** to ESCI - SB A/c No. 10007111201 with The SBI, PBB, Rajbhavan Road Branch, Khairatabad, Hyderabad-500004 by NEFT/ RTGS/ IFSC Code No. SBIN 0004159 – MICR No.500002075. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Register Online: <http://www.escihyd.org/trainings/information-technology/>

To register, manually please send your nominations giving details of name, designation, contact address, email address, mobiles no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to:

The Head

Information Technology Division
Engineering Staff College of India
Gachi Bowli, Hyderabad – 500 032
Phone: 66304100 (EPABX) / 040 – 66304123/24/25 (Direct), Fax: 040 - 23000336
Email: it@escihyd.org, Portal: www.escihyd.org

A Certificate of participation will be awarded to each participant on conclusion of the programme.

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well developed Information Centre and Internet facilities are available to the participant