



asci
Leadership through Learning

Programme on
Project and Contract Management

January 08 - 12, 2018



ADMINISTRATIVE STAFF COLLEGE OF INDIA

OBJECTIVES

The Programme is intended to provide a broad project management perspective to executives in industrial, service and government organisations. The specific objectives of the Programme are :

- a) to acquaint participants with tools and techniques to develop effective and efficient project planning, implementation and monitoring systems for various projects; contract award and implementation; and
- b) to provide a forum for executives from different organisations to discuss various problems, issues and techniques of project and contract management, and share their experiences for implementation of projects and contracts.

WHO SHOULD ATTEND

Senior Executives and Managers responsible for project planning, appraisal, contract, commercial management and project implementation in financial institutions, development authorities, research and development agencies, construction companies, manufacturing industries and service organisations.

PROGRAMME DESCRIPTION

Project Planning

Network Analysis (CPM/PERT); Identifying critical activities; Resource Budgeting; Scheduling of Project Activities; Resource Allocation and Smoothing; Quality Assurance plans (ISO-9000 standards) in Project Management.

Project Cost Management

Project Cost Estimation, Macro and Micro approaches, Factors affecting cost estimates, Budgeting, Cost Control.

Project Risk Management

Project Risk identification, Qualitative and Quantitative Risk Analysis, Risk Prioritization, Risk Monitoring and Control, Risk Audit.

Project Monitoring and Control

Management by Exception; Management Information Systems; Project coordination; Use of computers for Time-Cost-Risk analysis and control.

Project Organisation

Team Building, Leadership styles for projects.

Advanced Project Management Techniques

Drawbacks of current project management system, possible solutions, Critical Chain Project Management.

Contract Management

Types of Contracts; EPC Contracts, Legal and Commercial Issues in Contract Management; Arbitration and Conciliation.

Computer Applications

An exposure to the use of personal computers and use of project management software packages for all phases of project management.

INSTRUCTION AND FACULTY

Instruction will be through lectures, case discussions based on Indian experiences, computer-based exercises and group discussion. The faculty for this programme will be drawn from members of the College Faculty and invited guest speakers from industry.

LIBRARY AND OTHER FACILITIES

The College campus offers an ideal setting for scholastic pursuits.

The College maintains one of the finest and a highly selective collection of books on management and subscribes to nearly 500 periodicals of interest to executives. The library provides a very pleasant environment for study. The College also provides fine facilities for recreation and games.

VENUE

The programme is fully residential and the participants will be accommodated in air-conditioned single rooms. The College does not provide accommodation for the family. Transport between

Airport/ Railway Station and Venue will be arranged by the College. The College is WiFi enabled in a comprehensive way.

DURATION

The programme duration is from January 08 - 12, 2018. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Rs. 54,000/- (US \$1840 for foreigners) plus 18% Service Tax per participant will be charged to cover tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Rs.46,500/- plus 18% Service Tax will be charged per Indian participant not availing hostel accommodation to cover tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the programme fee for three or more participants from the same organisation will be given, provided the payment is made in to our Bank account before January 05, 2018. Bank details are given below.

For Foreign Participants:

Receiver's	Bank of America, New York (SWIFT: BOFAUS3N)
Correspondent Bank	Via Chips ABA 0959 for Account UID 002473 Via Fedwire 026009593
For Credit of	State Bank of India, Treasury Department, Mumbai, India, SWIFT BIC – SBININBBH04 Nostro A/c No.6550992180.
Ultimate Beneficiary	Administrative Staff College of India, Account No.62090698960, State Bank of India, Bellavista Branch, Raj Bhavan Road , Hyderabad.

For Indian Participants :

Bank Particulars

Bank Name	State Bank of India
Address line 1	6-3-1092, 1st floor, A Block
Address line 2	Bellavista Branch, Raj Bhavan Road
Address line 3	Hyderabad – 500 082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
Bank MICR No	500002306
NEFT IFSC Code	SBIN0020063

Organisational sponsorship is essential

Note: Details of Bank / Wire transfer may be sent to fo@asci.org.in for confirmation.

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for sending nominations is December 26, 2017. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

January 02, 2018. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of ASCI Alumni Association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director
Prof. B V N Sachendra
e-mail: bvns@asci.org.in

ASCI MANAGEMENT DEVELOPMENT PROGRAMMES FOR 2017-18

MANAGEMENT DEVELOPMENT PROGRAMMES

General Management Programme for Senior Executives (SEC)-130 08-Jan-2018 02-Feb-2018
 ASCI-NRCR Joint Certification Course on Improved Management of Land Acquisition, Resettlement & Rehabilitation (LARR) 29-Jan-2018 09-Feb-2018

ECONOMICS

Financial Systems, Management and Accountability in Government - New Delhi 12-Nov-2017 16-Nov-2017

FINANCE

Strategies for Cost Leadership 08-Jan-2018 10-Jan-2018
 Treasury and Risk Management in Banks/FIs 22-Jan-2018 24-Jan-2018
 Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions 30-Jan-2018 01-Feb-2018
 Business Risk Management 05-Feb-2018 09-Feb-2018
 Advanced Financial Management 13-Feb-2018 15-Feb-2018
 Evaluating and Financing Public Private Partnership Projects 26-Feb-2018 02-Mar-2018

HEALTHCARE MANAGEMENT

Certificate Course in Healthcare Quality 10-Jan-2018 12-Jan-2018

HUMAN DEVELOPMENT

Educational Leadership for Senior Level Officials of Universities/ Educational Institutions 22-Jan-2018 24-Jan-2018

HUMAN RESOURCE MANAGEMENT

Leadership Skills Development 18-Dec-2017 22-Dec-2017
 Values Driven Leadership 08-Jan-2018 10-Jan-2018
 Effective Learning and Development 08-Jan-2018 12-Jan-2018
 Communication Skills for Managers 29-Jan-2018 02-Feb-2018
 Building and Leading Effective Teams 05-Feb-2018 09-Feb-2018
 Enhancing Interpersonal Effectiveness through Transactional Analysis 05-Feb-2018 07-Feb-2018
 Positive Organizational Behaviour 12-Feb-2018 14-Feb-2018
 "Strategic Human Resource Management with International Study Tour (Singapore and Malaysia)" 12-Feb-2018 24-Feb-2018
 Decision Making for Effective Leadership 19-Feb-2018 23-Feb-2018

Strategic Human Resource Management 26-Feb-2018 02-Mar-2018
 Managing Creativity & Innovation 06-Mar-2018 08-Mar-2018

INFORMATION TECHNOLOGY

Leveraging Big Data and Analytics 20-Dec-2017 22-Dec-2017
 IT Enabled Knowledge Management 29-Jan-2018 31-Jan-2018
 e-Learning and Digital Education 26-Mar-2018 28-Mar-2018

INFRASTRUCTURE DEVELOPMENT

Urban Infrastructure Project Preparation and Management 22-Feb-2018 24-Feb-2018

INNOVATION AND TECHNOLOGY

Strategic R & D Management 11-Dec-2017 13-Dec-2017
 Managing Strategic Innovation 22-Jan-2018 24-Jan-2018

MARKETING

Creating Social Value Through Corporate Social Responsibility 11-Dec-2017 13-Dec-2017

OPERATIONS

Project and Contract Management 08-Jan-2018 12-Jan-2018
 Procurement Procedures for World Bank Aided Projects 12-Feb-2018 23-Feb-2018

PUBLIC POLICY GOVERNANCE AND PERFORMANCE

Translating Entrepreneurship to Enterprise 04-Dec-2017 08-Dec-2017

STRATEGIC MANAGEMENT

Driving performance through transformational Leadership 19-Feb-2018 23-Feb-2018

URBAN GOVERNANCE

"International Certification Programme - Change Management for Achieving Continuous Water Supply for All in Urban Areas – Phase - I" 11-Dec-2017 13-Dec-2017
 Study Tour: (India & Tel Aviv & Jerusalem in Israel) – Phase - II Intimate Later
 Towards Universal Sanitation in Urban Areas Intimate Later
 GIS for Urban Development 18-Jan-2018 20-Jan-2018
 Public Private Partnership in Urban Infrastructure & Service Delivery 07-Feb-2018 09-Feb-2018
 Integrated Solid Waste Management 12-Mar-2018 14-Mar-2018



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad - 500 082, India.

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South of IIT, Behind Qutub Hotel

New Delhi - 110 016

Phone Nos: 011 - 26962204, 26961750, 26961850

Website : <http://www.asci.org.in>



ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Prof. B V N Sachendra
Programme Director

November 08, 2017

Programme on
PROJECT AND CONTRACT MANAGEMENT
(January 08 – 12, 2018)

Dear Sir/Madam,

In developing countries, a large number of projects are being implemented not only to increase the existing capacities but also to create additional infrastructure and improve the technological capabilities of companies in all sectors of the economy.

The projects once initiated, need to be completed on time, within the budgeted cost, and to a desired level of quality. To achieve this, conscious and deliberate decisions have to be taken to plan, monitor and control the elements of time, cost and quality, through an effective blend of organizational, commercial and systems oriented method. This approach helps to examine a project in its totality and in a holistic manner.

We are conducting a training programme to help practicing executives adapting the approach. The Programme is structured to expose the project executives to the concepts, tools and techniques of project and contract management, with a view to broaden their outlook on projects and thereby sharpen their skills to address the critical parameters of a project. The Programme focuses attention on the sharing of experiences and ideas relating to projects among the participants, with a view to give them a broader perspective on project situations in India and the tact and discipline required in systematically planning and managing projects and contracts.

This Programme would be of immense benefit to organizations involved with various types of projects. A copy of the Programme brochure along with the nomination form is enclosed. It is always beneficial to nominate a team of three executives from the same organization to form a core team for project implementation. Please feel free to use a photo-copy of the nomination form, in case there is need.

Please note that the nominees are requested to carry with them the proof of Medical Insurance. The Sponsoring Agency is required to endorse the nominee's medical coverage in the event of hospitalisation.

We look forward to your positive reply at an early date.

Yours Sincerely,

B V N Sachendra

Encl: Brochure and Nomination Form



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

**Nomination Form
Programme on
PROJECT AND CONTRACT MANAGEMENT
(January 08 – 12, 2018)**

Nominee's Contact Information

Name (Mr/Ms) _____	Date of Birth : _____
Designation : _____	Qualification : _____
Organisation : _____	
Address : _____	
Phone(s) : Office: _____	Mobile: _____ Home: _____
e-mail : _____	Fax : _____

Sponsors Details

Name of the Sponsoring Authority: _____	Designation: _____
Organisation : _____	
GSTIN Number: _____	
Address : _____	
	Pincode : _____
Phone(s) : Office: _____	Mobile: _____
e-mail : _____	Fax : _____

Fee particulars

Amount Payable :	Mode of Payment (DD/Ch/NEFT) :
Name of the Bank :	Date of Instrument/Transfer :
Instrument Number :	UTR Number for NEFT

Medical Insurance :

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

Signature of the Sponsoring Authority :

NOTE : Forward nomination form to : **Ms. Naga Swapna Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad - 500 082. Phone: 0091-40-66534247, 66533000, Mobile: 09246203535, Telefax: 0091-040-23324365, Fax: 0091-040-66534356, e-mail: poffice@asci.org.in