



asci
Leadership through Learning

ADMINISTRATIVE STAFF COLLEGE OF INDIA

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Prof. B.V.N. Sachendra

Programme Director

April 22, 2024

Dear Sir/Madam,

Programme on

CONSTRUCTION AND INFRASTRUCTURE PROJECT MANAGEMENT

(October 21-26, 2024)

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

These 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 / engineers adopt the approach.

The Programme is structured to expose the executives / engineers involved in management of Construction and Infrastructure Projects to develop a deeper appreciation of contracting strategies and better apply them strategically to facilitate effective project completion and delivery. The Programme focuses attention on sharing of experiences and ideas relating to infrastructure projects among the participants, with a view to give them a broader perspective on project situations and the tact and discipline required in systematically planning and managing projects and contracts.

The programme is being conducted with the technical support of the World Bank. The World Bank encourages dissemination of knowledge on its funded projects. Project Management Units/ Agencies may sponsor participants using funds from the technical assistance or capacity building components under this project. Interested officials are encouraged to discuss with this Project Director further details.

This Programme would be of immense benefit to organisations involved with various types of infrastructure projects. A copy of the Programme brochure along with the nomination form is enclosed. **It is always beneficial to nominate a team of three or more executives from the same organisation to form a core team for project implementation.** You can also avail a 10% discount on programme fee in case you nominate three or more executives. There is an additional discount of 10% in the programme fee for women participant. Please feel free to use a photo-copy of the nomination form, in case there is a 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

Programme on

CONSTRUCTION AND INFRASTRUCTURE PROJECT MANAGEMENT

(October 21-26, 2024)



Administrative Staff College of India

PROGRAMME OVERVIEW

In developing countries, a large number of Construction and Infrastructure projects are being implemented not only to increase the existing capacities but also to create additional infrastructure and improve the technological capabilities of organisations 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 organisational, commercial and Systems'-oriented method. This approach helps organisations to examine a project in its totality and in a holistic manner.

Project Management is all about knowing exactly the purpose and goals of the project, planning for methodology to achieve the goals, the resources required how long it will take to achieve the goals, the risks involved in executing the work, and measures to manage the risks. Infrastructure Projects, when managed scientifically, will help the managers achieve all the goals by meeting stakeholders' expectations within the time and budgetary limits.

As customers and stakeholders are becoming more affluent day by day, organisations – working for various Construction and Infrastructure Projects, irrespective of their size and nature of operations, are being compelled to work in project mode. The need for cross- functional coordination; human aspects of project success; intricacies of project formulation, planning, effective implementation and evaluation have become the key success areas of project management expertise.

In addition, recent developments in business environment have resulted in significant changes in contractual relations and challenges in sustaining the relations. Today, organisations have a wider choice in deciding on their contracting partners and contract management methodologies. Contract failures not only result in financial losses but also have cascading adverse effects on performance, because of disruption of work; counterproductive activities like arbitration and litigation; loss of goodwill; and so on. As a result, working in project mode and managing contracts for supply of goods, works and services has become a predominant activity for Construction and Infrastructure organisations. Thus, it has become imperative for executives at various levels to acquire the knowledge and skill set of Project Management.

OBJECTIVES

The Programme is intended to provide a broad Project management perspective to executives involved in managing Construction and Infrastructure Projects. The specific objectives of the Programme are to enable participants to:

- ◆ Better understand various aspects of project planning and apply them to Construction Project during various stages of Project implementation.
- ◆ Develop deeper appreciation of various contracting strategies and apply them strategically to facilitate effective project Delivery.

- ◆ Understand and apply the fundamentals of project finance, cash flow and commitment monitoring on actual projects.
- ◆ Have deeper awareness of tools & techniques to monitor contractor performance including project risk management.
- ◆ Acquire clear understanding of legal, commercial and contractual aspects of managing projects.

PROGRAMME DESCRIPTION

The 6-day training programme will cover a host of techno-managerial areas such as the following:

The World Bank Project Cycle – Overview: Compliance with World Bank/DEA requirements: DEA Readiness Checklist, Environmental, Social, Health and Safety; Gender Based Violence

Enabling Strategies and Techniques: Key Stakeholder Engagement – Joint strategies by Owner, Contractor and Consultant, Interface Management and Project Integration Management as tool to prevent scope gaps, duplications and orphan activities

Emerging Trends in Construction: Improved collaboration, Building Information Modeling (BIM), Modular Construction, use of Artificial Intelligence, Blockchain Technology in Construction Project Management

Pre-Project Planning (Preparation Stage): Technical Feasibility and Programme Benefits, Detailed Project Report, Overall Program/Project implementation strategy, Project Milestone Schedule–Tips and Guidelines

Software Tools and Techniques for Project Management: An exposure to Project Management Software and its Application to Monitor Project progress

Global Best Practices for Pre-contract Risk Mitigation in Government Contracts: Pre-Construction Project Preparation, Types of Contract Agreements (Lump-sum or Fixed Price, Turnkey, Admeasurements or Unit rates etc., and their application), Contractor Pre-Qualification – Common Pitfalls and preventive suggestions

Contract Preparation and Pre-bid Strategies: Pre-Contract Risk Identification and Mitigation Plans – equitable provisions in contract, Key Strategies for Common Contractual Issues, Claim avoidance strategies, Change Management, Site Readiness and Right of Way handling, Pre-Award Contract Management

Establishing Baselines and Enabling Works: Construction Kick-off and Alignment – Also agreeing Key Objectives and Key Success Factors and common meaning of project success, Format and Contents of ISR (Implementation Status and Results Report), Establishing and agreeing Level 3 baseline schedule for the projects, Progress Measurement Guideline and Triple Convergence in Schedule Performance, Physical Progress, Critical Path Progress and Commercial Progress, Stage Checklists – Including Contractor Mobilization Checklist

Managing Contractor Performance: Quality Assurance and Control, Work-Front Planning including Construction Drawing availability, Resource Planning, Site Readiness Assessment, Assessment and Recording

of Construction Progress, Use of Measurement Book, Use of E-Measurement Book, Digital Tools for Progress and Performance Tracking, Rectifying Defects

Contracts and Claims in Different Types of Contracts: Handling of Scope Changes and Variation, Handling of Force Majeure Claims, Handling of Extension of Time (EOT Claims)

Financial Monitoring and Control: Cash Flow – Concepts and Quick Assessment Tools, Working Capital Management in Construction Projects, Contractor Invoice Handling – Accounts Payables and Cash Outflow

Cost Monitoring and Control: Estimating and Cost Baseline for a contract, Handling of Changes/ Project Variation and Forecasting ETC (Estimate to Complete), Cost Performance Metrics and Dash-boards

Preventing Legal Risks: Leading Indicators of Claim Situation, Equitable Risk Treatment and other strategies for dispute prevention, Handling Breach of Contract, Alternate Dispute Resolution and Arbitration

Successful Completion and Closing-out: Commissioning and Start-up Planning and Monitoring (for projects like Water Treatment Projects), Handling of Punch points and Technical Close-out of Projects, Contractual Close-out, Asset Hand-over and Activities planning through DLP period

Learning from Project Failures: A caselet based discussion on reasons for project failures and how to effectively learn from project failures.

WHO SHOULD ATTEND

Executives, Engineers, Officers and Managers working for organisations in Construction and Infrastructure Sector and responsible for project planning, appraisal, contract administration, commercial management and project implementation are ideal candidates to attend the programme.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration 6 days starting from **October 21-26, 2024**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 79,500/- (US \$1242 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other facilities of the College including internet usage.

Non-Residential Fee: Rs.67,500/- plus GST as applicable, presently 18% per participant. The fee covers tuition, courseware (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 into our Bank account before October 18, 2024.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24-25/1/92)** e-mail: tpoffice@asci.org.in for confirmation.

Bank details are given below:

For Indian Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
IFSC Code SBIN0020063
Bank Name State Bank of India
Branch Address Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500082

For Foreign Participants:

Bank Account Number 62090698675
Beneficiary Name Administrative Staff College of India
Swift Code SBININBB327
Bank Name State Bank of India
Branch Address Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500082.
Country India

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 hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. The last date for receiving the nomination form is **October 07, 2024**. Kindly contact Programmes Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

October 14, 2024. 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 the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

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



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.

Programme Director

Prof. B.V.N. SACHENDRA

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Administrative Staff College of India

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College Park Campus

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Hyderabad - 500 034.

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Fax : 040-66720725

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850

www.asci.org.in



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

Nomination Form
Programme on
CONSTRUCTION AND INFRASTRUCTURE PROJECT MANAGEMENT
(October 21-26, 2024)

Nominee's Contact Information :

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

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/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 and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in