



4.

A. Name of the Institute	The National Institute for Entrepreneurship and Small Business Development (NIESBUD)
B. Name/ Title of the Course	Project Management Training and Certification (PMTIC)- Trainers/Promoters Programme
C. Course dates with duration in weeks [Note: dates may be fixed keeping in mind festivals, holidays, weather conditions, availability of accommodations, etc. No request for change in dates, once approved/ circulated will be entertained]	From 09.10.2024 to 22.10.2024 2 Weeks
D. Eligibility Criteria for participants 1. Educational Qualifications 2. Work Experience required, if any 3. Age Limit (note: ITEC norms is 25-45 years) 4. Target Group (Level of participants and target ministries/ departments etc. may be indicated)	<ol style="list-style-type: none">1. 'A' Level or Equivalent The medium of instruction being English, adequate knowledge of English is necessary for effective participation.2. Sufficient experience in the area of Project Management and Small Business Development, working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc. dealing with setting up and developing enterprises3. 25-45 Years4. The programme is suitable for the Senior Officials, Directors, Executives, Consultants engaged in Entrepreneurship, Cluster Development, Management, MS&ME Development working in Government, Non-Government Organizations, Universities, Business, Schools, Colleges, Banks etc.
E. Aims & Objectives of the course	<ul style="list-style-type: none">• To understand the process of Entrepreneurship development• To learn about the Latest tools and techniques for efficient Project Management.• To learn how to increase profitability & optimize opportunity across projects
F. Learning Outcomes	Knowledge: The programme will help building the capabilities of trainers/promoters by enhancing their professional ability to develop a systematic approach to managing and controlling different types of projects and deliver projects successfully,



through innovative concepts, going beyond the expectations of their customers.

Skills:

- Effective Project Management Skills to Manage– Projects, People, Time and Cost overruns
- Life Skills – Leadership, Team Building, Interpersonal communication, Effective Negotiation, Creativity & Innovation, Performance Counseling and Problem Solving and Decision Making, Change & Conflict Management
- Risk Management
- Design thinking

G. Course Contents/ Syllabus (please attach course details/ profile)

COURSE CONTENTS

Basics Of Project Management

- Concept of project
- Classification
- Characteristics of project
- Introduction to project management
- Project life cycle
- Entrepreneurial Motivation Training

Project Identification And Appraisal/Feasibility

- Project Identification
- Generation of Ideas
- Project Rating and Index
- Market demand analysis
- Project Plan Development
- Selection of Project Manager based on skills, project charter
- Feasibility study
- Political, Economic, Sociological, Technical, Legal, Environmental (PESTLE) analysis
- Stakeholders' expectations analysis
- Success criterion for stakeholders
- Financial management key concepts (Time value of money, cost of capital)
- Investment Evaluation (Payback period, NPV, IRR, Profitability Index etc.)



Project Planning-Broad Planning:

- Duration of project and resources available
- Time plan – key mile stones
- Introduction to cost budget
- Period-wise progress plan vs expenditure plan

Risk And Opportunity Concepts:

- Risk identification
- Qualitative & quantitative risk assessment
- Risk response strategies
- Risk tools

Project Planning Techniques:

- Gantt charts
- Programme Evaluation Review Technique (PERT)
- Critical Path Method (CPM)

Procurement & Contracts:

- Types of contracts
- Law of contracts
- Negotiation techniques & skills
- Supply chain management

Scope Management:

- Project scope management process
- Product breakdown structure
- Work breakdown structure
- Statement of Work (SOW)
- Scope change control

Human Resource Management:

- Roles and responsibilities of project manager.
- Enhancing people performance
- Employee engagement

Communication Management:

- Communication model
- Types of communication
- Communication plan
- Barriers to communication



Developing & Managing Teams:

- Team development stages
- Alignment of team members
- Synergy approach to team working
- Motivating team members
- Conflict management

Project Monitoring Techniques:

Project Monitoring Process:

- Management information system for periodic key parameter reporting
- Review meetings (agenda and periodicity)
- Estimation techniques
- Cost baseline
- Earned value management system

Quality Management:

- Concept of quality
- Quality planning, assurance and control
- Quality tools
- Total quality management
- ISO 90001 for quality

Integrity & Ethics:

- Project Governance

Change Control:

- Identifying and approval of changes
- Change control process
- Change log

Health, Safety, Environment Plans:

- ISO 14001 for environment
- OHSAS 18001 for health and safety

Documentation:

- Technical documentation
- Performance reports
- Monitoring reports
- Quality control records



Information & Reports:

- Planning documentation & reports
- Managing the information

Time & Cost Over-Runs:

- Identifying delays and anticipated delays
- Deciding on corrective steps and integrating into plan
- Cost over-runs foresee and apply corrective action well in time

Problem solving Tools and techniques

- Define the problem
- Determine the causes
- Generate ideas
- Select the best solution
- Take action

Project Closing

Integration Of Project:

- Coordinating subprojects for alignment
- Achieving and parameters (technical)

Deliver & Closeout Of Project:

- Formal check and verification by customer
- Handling over documents to be well prepared and signed by concerned parties

Penalty Clauses:

- Penalty for deficiency in meeting technical parameters
- Penalty for delays
- Liquidated damages
- Ceiling penalty

Experience sharing

- Interaction with successful Project Managers in the country

Good Governance schemes to be covered:

- Invest India Initiatives
- Start Up India Scheme
- PM-Gati Shakti

H. Mode of Evaluation of performance of the participants

The overall performance of the participants will be assessed on the following criteria:

- Individual assignment/ presentation
- Group work
- Study Visit Reports
- Project report preparation
- Action Plan Preparation & Presentation
- Attendance
- Overall behavior during program