



**asci**  
Leadership through Learning

## ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, A.P. (India)

☎ : 0091-40-66533000, 66534247, Telefax: (Programmes Office) 0091-40-23324365,

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**Prof. Vilas Shah**  
Programme Director

December 12, 2011

Programme on  
**PROJECT AND CONTRACT MANAGEMENT**  
(March 5-9, 2012)

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.

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. This Programme focuses attention on the sharing of experience 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. In the event you would like to nominate more than one participant to this Programme, please use a photo-copy of the nomination form for this purpose.

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 hospitalization.

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

Yours Sincerely,

**Vilas Shah**

Encl : Brochure and Nomination Form

Programme on

# **PROJECT AND CONTRACT MANAGEMENT**

March 5-9, 2012



## **OBJECTIVES**

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

- ✎ 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
- ✎ 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.

## **ELIGIBILITY**

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 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.

***Organizational Sponsorship is essential.***

## **VENUE**

The Programme is fully residential and the participants will be accommodated in single air-conditioned rooms. The College does not provide accommodation for the family. Transport between Airport/Railway Station and Venue will be arranged by the College.

## **DURATION**

The Programme duration is from **Monday, March 5, 2012 to Friday, March 9, 2012**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

## **PROGRAMME FEE**

**Rs. 42,500/-** (US \$1430 if foreign) plus Service Tax @ 10.30% per participant will be charged to cover tuition, board and lodging, courseware and other facilities of the College including Internet usage. Local participants not availing hostel accommodation will be given a discount

of Rs. 1,000/- per day for the duration of the programme.

A concession of ten percent is given to the second nominee and onwards. A ten percent concession is also given to a woman participant. In either case, the maximum allowable concession is 10%.

## **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**

The nomination form duly filled in along with the Demand Draft made out in favour of "**Administrative Staff College of India**" payable at Hyderabad should reach the **Programmes Officer** by **February 20, 2012**.

## **LAST DATE FOR WITHDRAWAL**

**February 27, 2012**. Any withdrawals after this date will entail forfeiture of fee paid.

## **ASCI ALUMNI ASSOCIATION**

Participants of 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.

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**Programme Director**

**Prof. Vilas Shah**

email: shah.vilas@asci.org.in

# ASCI Management Development Programmes for 2011-12

## GENERAL MANAGEMENT

|   |            |             |
|---|------------|-------------|
| GMP for Senior Executives – Session 118 | 9-Jan-2012 | 3-Feb-2012  |
| MDP for Women Executives                | 9-Jan-2012 | 13-Jan-2012 |

## ECONOMICS

|  |             |             |
|--|-------------|-------------|
| Business Analysis and Forecasting Techniques             | 2-Feb-2012  | 4-Feb-2012  |
| Financial Systems Management and Accountability in Govt. | 13-Feb-2012 | 17-Feb-2012 |

## ENVIRONMENT

|  |             |             |
|--|-------------|-------------|
| Environmental Appraisal for Developmental Projects                   | 7-Nov-2011  | 9-Nov-2011  |
| Pharma & Chemical Sector-Environmental Aspects & Mitigation Planning | 23-Jan-2012 | 25-Jan-2012 |

## FINANCE

|   |             |             |
|---|-------------|-------------|
| Finance for Non-Finance Executives      | 28-Nov-2011 | 30-Nov-2011 |
| Managing Costs to Enhance Profitability | 9-Jan-2012  | 11-Jan-2012 |
| Financial Valuation                     | 1-Feb-2012  | 3-Feb-2012  |

## GENDER STUDIES

|   |             |             |
|---|-------------|-------------|
| Gender Budgeting and Planning                               | 23-Jan-2012 | 25-Jan-2012 |
| Enabling Gender Inclusivity & Leadership for Women Managers | 8-Mar-2012  | 10-Mar-2012 |

## HUMAN RESOURCE MANAGEMENT

|   |             |             |
|---|-------------|-------------|
| Strategic Human Resource Management           | 27-Nov-2011 | 25-Nov-2011 |
| <i>Study Tour</i>                             | 26-Nov-2011 | 2-Dec-2011  |
| Leadership Skills Development                 | 28-Nov-2011 | 2-Dec-2011  |
| HRM for Line Managers                         | 5-Dec-2011  | 9-Dec-2011  |
| Strategic Leadership                          | 12-Dec-2011 | 16-Dec-2011 |
| Improving Work Culture                        | 19-Dec-2011 | 21-Dec-2011 |
| Leadership for Managing Change                | 16-Jan-2012 | 20-Jan-2012 |
| Communication Skills for Managers             | 30-Jan-2012 | 3-Feb-2012  |
| Strategic Human Resource Management           | 6-Feb-2012  | 10-Feb-2012 |
| Executive Coaching for Leadership Development | 6-Feb-2012  | 10-Feb-2012 |
| Team Building and Conflict Management         | 20-Feb-2012 | 24-Feb-2012 |
| Decision Making for Effective Leadership      | 5-Mar-2012  | 9-Mar-2012  |
| Effective Trade Union Management              | 26-Mar-2012 | 30-Mar-2012 |

## HEALTH STUDIES

|  |            |             |
|--|------------|-------------|
| Using Data for Programme Monitoring & Evaluation | 2-Feb-2012 | 4-Feb-2012  |
| Managing Hospitals Effectively                   | 6-Feb-2012 | 10-Feb-2012 |
| R&R-Policies and Issues                          | 5-Mar-2012 | 7-Mar-2012  |

## INNOVATION & TECHNOLOGY

|                       |            |             |
|-----------------------|------------|-------------|
| Innovation Management | 6-Feb-2012 | 10-Feb-2012 |
|-----------------------|------------|-------------|

## INFORMATION TECHNOLOGY

|                                 |             |             |
|---------------------------------|-------------|-------------|
| e-Procurement                   | 5-Dec-2011  | 7-Dec-2011  |
| IT Enabled Knowledge Management | 22-Feb-2012 | 24-Feb-2012 |
| Management of IT                | 12-Mar-2012 | 14-Mar-2012 |

## MARKETING

|                     |             |             |
|---------------------|-------------|-------------|
| Sales Management    | 31-Oct-2011 | 4-Nov-2011  |
| Strategic Marketing | 21-Nov-2011 | 25-Nov-2011 |

## OPERATIONS

|  |             |             |
|--|-------------|-------------|
| Procurement Procedures for World Bank Aided Projects | 10-Oct-2011 | 21-Oct-2011 |
| Materials and Supply Chain Management                | 31-Oct-2011 | 4-Nov-2011  |
| Lean Manufacturing                                   | 30-Jan-2012 | 1-Feb-2012  |
| Procurement Procedures for World Bank Aided Projects | 6-Feb-2012  | 17-Feb-2012 |
| Project & Contract Management                        | 5-Mar-2012  | 9-Mar-2012  |

## RESETTLEMENT & REHABILITATION

|  |             |             |
|--|-------------|-------------|
| R & R and Environmental Policies & Issues for Developmental Projects | 22-Feb-2012 | 24-Feb-2012 |
|--|-------------|-------------|

## STRATEGIC MANAGEMENT

|                                |             |             |
|--------------------------------|-------------|-------------|
| CSR & Sustainability Reporting | 21-Nov-2011 | 23-Nov-2011 |
| Strategic Management           | 13-Feb-2012 | 17-Feb-2012 |

## URBAN GOVERNANCE

|   |             |             |
|---|-------------|-------------|
| Change Management for Achieving Continuous Water Supply (24/7) for all in Urban Areas | 12-Dec-2011 | 16-Dec-2011 |
| Towards Universal Sanitation in Urban Areas   | 4-Jan-2012  | 6-Jan-2012  |
| ASCI-WBI MDP on Strengthening Urban Management in India                               | 16-Jan-2012 | 20-Jan-2012 |
| Public Private Partnership in Urban Infrastructure and Service Delivery               | 5-Mar-2012  | 7-Mar-2012  |



## Administrative Staff College of India

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

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**Nomination Form**  
**Programme on**  
**PROJECT AND CONTRACT MANAGEMENT**  
**(March 5-9, 2012)**

**Nominee's Personal Information :**

|              |                 |               |                    |
|--------------|-----------------|---------------|--------------------|
| Name         | : _____         | Date of Birth | : _____            |
| Designation  | : _____         |               |                    |
| Organisation | : _____         |               |                    |
| Address      | : _____         |               |                    |
| Phone(s)     | : (Off) : _____ | (Mobile) :    | _____ Home : _____ |
| e-mail       | : _____         |               | Fax : _____        |
| Education    | : _____         |               |                    |

Training Programmes Attended : \_\_\_\_\_

**Nominee's Career Profile :**

| Organisation | Position | Responsibility | No. of Years |
|--------------|----------|----------------|--------------|
|              |          |                |              |
|              |          |                |              |
|              |          |                |              |

**Expectations from the programme :**

|                         |
|-------------------------|
| _____<br>_____<br>_____ |
|-------------------------|

**Medical Insurance :**

| Name of the Insurance Agency | Policy Number | Validity upto |
|------------------------------|---------------|---------------|
|                              |               |               |

**Note :** Coverage should be available in Hyderabad, India

|                     |                           |
|---------------------|---------------------------|
| Amount Payable :    | Mode of Payment (DD/Ch) : |
| Instrument Number : | Date of Instrument :      |
| Name of the Bank :  |                           |

**Signature of the Sponsoring Authority :**

Name :

Designation :

Date :

NOTE : ▶ Forward nomination form to : **Mrs. P. Mahalaxmi, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Telefax: 0091-040-23324365, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in