



asci
Leadership through Learning



Programme on
**Project
and
Contract
Management**

June 15-19, 2009

Administrative Staff College of India

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 Selection and Financing

Scanning opportunities; Financial criteria for selection; Cost benefit analysis; Energy and environmental management; Project financing.

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 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.

CONTRACT MANAGEMENT

Types of 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 in Bella Vista or the College Park Campus of the College at Hyderabad. The College does not provide accommodation for the family. Transport between Airport/Railway Station and Campus will be arranged by the College.

DURATION

The Programme duration is from **Monday, June 15 to Friday, June 19, 2009**. The participants are expected to arrive a day before the commencement and may leave after the conclusion of the programme.

FEE AND NOMINATION

Rs. 30,000/- (US \$950 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, if she is a lone nominee.

Since the College enjoys exemption from Income Tax, please do not deduct tax.

LAST DATE FOR NOMINATION

The nomination form duly filled in along with the Demand Draft made out in favor of **“Administrative Staff College of India”** payable at Hyderabad should reach the **Programmes Officer** by **June 1, 2009**.

LAST DATE FOR WITHDRAWAL

June 8, 2009. 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.

Programme Director

B.V.N. Sachendra

email: bvns@asci.org.in