

Report on Project Planning & Management Training

This Ministry monitors the implementation status of all central sector projects costing more than Rs. 150 Crores. The performance of any infrastructure project depends as how the project Manager deals the nitty-gritty of the project stages since the conceptualization to the commissioning of the project. During the project cycle, the role of project managers becomes very crucial in deciding day to day planning, taking financial decision, providing labour welfare measures and winning the confidence of the local people/community. In the complex project scenario, the skill of project managers also requires to be updated by way of providing focused technical inputs & knowledge of latest IT tools including project scheduling software.

The **Infrastructure Project monitoring Division** conducted a training programme for five days “**Training programme on Project Planning & Management**” during 24th January to 28th January 2011 at NASA. The training was inaugurated by Shri K.D. Maiti, Deputy Director General (NASA). Shri Maiti, DDG emphasized the importance of project management tools which are used in achieving the desired results. while welcoming the participants, Shri Maiti elaborated the facilities provided in NASA. Shri J.L. Narayan, Joint Adviser (IPMD) emphasized the pre project planning and project scheduling using computer aided software like MS Project 2007/2010 and discussed elaborately about the Programme.

The objective of the training is to upgrade the knowledge base of the project managers in specialized area of project handling including project scheduling, pre-project activities, training of contractors, resource mobilization, training of labourers, preparation of contract managements, document, Appraisal of projects by PIB, preparation of EFC Memo, project financing, & monitoring technique, using latest computer software. At the end of the training programme, the participants would be equipped with the advance skills of project management with the help of computer aided project scheduling software MS Project 2007/2010. The guest lecture was invited both from the public and private sector having vast experience in related field. Two days hands on activity on project schedule software i.e. MS Project, 2007 were also provided to the participants. The list of participants is given in Annexure – 1.

The following important topics were discussed during this training programme:

- a) Project Financing to PSUs
- b) Project Financing
- c) Capital Building
- d) Appraisal of Projects- EFC, PIB & Non-PIB
- e) Project Implementation – Monitoring System and
- f) Project Management-Planning & Execution by Microsoft Project 2007 etc.

Shri J.L. Narayan, Joint Adviser (IPMD), made a presentation covering pre-project activities, Project Implementation & Monitoring System, Project overview and project appraisal. He discussed some live projects of different sectors. He also discussed on current operating units, project under construction, project under various statutory clearance and new projects under DPR preparation stage. The participants were quite interested in the training programme and they cleared their doubts. Shri J.L. Narayan, Joint Adviser paid more emphasis on schedule completion of the projects to save time & cost & manpower which could be used otherwise. He discussed various problems, which are responsible for time and cost overrun and measures to be taken up in advance. He further discussed various steps/procedure relating to project formulation, implementation and monitoring to cut short the delays. He also emphasized the Milestones in the projects, prioritization of projects with reference to available resources and several other project based interventions. He also stressed on accountability for time and cost overruns.

Shri Shatrughan Lal, Joint Adviser (Planning Commission) made a presentation on the Appraisal of projects – EFC, PIB & non-PIB. During this session, the more emphasis was on Public Investment Board (PIB), Project Appraisal Division (PAD), Appraising Agencies, Forum for Appraisal, Approval Authorities as per financial limits, different aspects of Project Approval, Project formulation, Cost estimation, Benefit cost Analysis, Environmental impacts, Risk & sensitivity Analysis, Financial & Economic Viability and Sensitivity Analysis etc. Shri Lal also shared some live examples of the project appraisal & the limitations in this area.

Shri D.K. Ojha, Joint Director, MOSPI delivered a lecture on Online Computerized Monitoring System (OCMS) and emphasized the importance of Monitoring the progress of projects by an independent agency like IPMD. OCMS has been developed on oracle pattern with two tier authentication system for timely updation of progress of projects and initiatives to further improve the shared monitoring mechanism though computer software were also discussed. Creation of separate monitoring cell in each PUS's was also emphasized.

Hands activity on 'MS Project 2007' was taken up by Shri P. Prasad, Principal Consultant, PMS. Shri Prasad discussed the various stages of project life cycle and the way to translate them into computer software. He then discussed to scheduling a real time project with the help of MS Project 2007. He explained the tools menu and icons like calendar, Gantt Chart, Network diagram, Task uses etc. He also explained plan outline in detail the project Set up, Task details, Duration against task, Online the plan, Link tasks, Check & adjust, Assign resource and Costs, Resolve resource allocations, baseline of the Plan, Manage-track projects, sharing of project information etc. The participants had taken keen interest in using the IT techniques in real time situation. The guide book on MS Project 2007 was also distributed to the participants for future reference.

The valedictory session was organized under the Chairmanship of Dr. Ravendra Singh, Deputy Director General (PI) in presence of, DDG (NASA). The participants were satisfied with the assistance/facilities provided the staff official of NASA during their 5 days stay. During feedback session, some of the participants requested for increase in duration of the training programme to 2 weeks, study tour, to nearby ongoing project, and case studies of successful projects may be included. DDG (PI) assured to look in to the suggestions made by the participants; he further added that increase in duration of the Programme may not be possible. The participation certificates & group photograph were distributed to all the participants by DDG (PI) & DDG (NASA). DDG (PI) expressed vote of thanks to all the staff official of NASA for their support in successful completion of this training.

List of participants

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