



Ministry Of Statistics and Programme Implementation
(Infrastructure and Project Monitoring Division)
Training Programme on
“Project Planning & Management”
(From 15th - 19th September , 2014)



- Sitting : A.J.K.Patro, K.K.Thapa, Pradeep Kumar, Sh. D.K.Ojha, Sh. K.M.Chaudhary, M.Rajgopal, G.C.Srivastava.
- 1st Row : Kailash Chandra, P.Rama Rao, R.C.Guota, Dipten Kunda, Umesh Billore, P.Swamidoss, G.D.Nigam, Ajit H.Kharkar, B.S.Prasad Rao, Anil Gabale, T.Narayana Murti, Ruchi Sharma .
- 2nd Row : Taraknath M Ghosh, Rajeev K., Jitin Vasan.P, P.S.Majhi, R.R.Kulkarni, Niteen Sen, D.Mehrotra, Sandeep S.Paranjape.
- 3rd Row : A.Rajeshwar Reddy, Nihar Mohapatra, Rahul Agarwal, Ajay Kumar Kaushik, Yogendra Kumar, J.Dinesh Kannan, P.Sesha Srinivas, Wasim Ansari, Akhil Raj.
- 4th Row : Mahipal Choudhary, S.K.Sharan, Harish Kumar, Siddhartha Sankar Majumdr, Subodh Choudhary, Harish Pawaria, D.K.Srivastava, Satish.R, Yogpal, V.P.Ghattuwar, Y. Kamaleshwar Singha, S.K.Ravi Kiran, Mohd. Afzal, Surya Prakash.V.

**Report on 5 days Training Programme
on
Project Planning and Management
(from 15th to 19th September, 2014)
held at NSSTA, Gr. Noida**

The Infrastructure and Project Monitoring Division (IPMD) of this Ministry monitors and facilitates the implementation status of all Central Sector Project costing Rs.150 cr. and above. At Present there are more than seven hundred Projects on the Monitor of the Ministry. Due to high cost and their technologies 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 life cycle, the role of project managers becomes very crucial in deciding day to day planning, taking financial decision, providing labor welfare measures and winning the confidence of the local Community/ Leaders. In the complex project scenario, the skill of project manager also requires to be updated by way of providing focused technical inputs and knowledge of latest IT tools including projects scheduling software.

The objectives of the training was to upgrade the knowledge of the project managers in specialized area of project handling including Project Risk Management, Risk Identification and Mitigation Techniques, pre-project activities, Appraisal of project by PIB, preparation of EFC memo, project financing monitoring technique, Project Planning and Monitoring Module, Project Procurement Management, usage of latest computer software i.e. MS Project 2010. After 5 days theoretical and practical training on Project Planning and Management, the participants were to be equipped with the advanced skill of project management with the help of computer aided project scheduling software MS Project 2010.

Infrastructure Project Monitoring Division (IPMD) of this Ministry has planned to conduct Three Training Programmes of 5 days duration in a financial year (April 2014-March 2015). First Training Programme of the Year 2014-15 has been conducted on **“Project Planning & Management”** from 15th to 19th September, 2014 at **NSSTA**, Gr. Noida. Total 45 participants attended this training programme from different Central PSUs. Shri Yogendra Singh, DDG (NSSTA) inaugurated training programme in presence of Shri D.K. Ojha, Director (IPMD). Shri Yogendra Singh, DDG, NSSTA gave a brief of the various Training Programmes being conducted at NSSTA and the facilities provided to the candidates there. While welcoming the participants, Shri D.K. Ojha, Director (IPMD) emphasized on the importance of the successful and timely delivery of infrastructure Projects and highlighted the inefficient project delivery detrimental to economic growth. Shri D.K. Ojha emphasized on the pre-project planning and project scheduling using computer aided software like MS Project 2010. Shri D.K.Ojha added that this training programme apart from the theoretical components, also includes practical aspect as hand on activities on project managements software i.e. MS Project 2010. Shri KM Chaudhury, PMP Expert on Risk Management also introduced himself to all the participants and gave a brief about the importance of Project Risk Management in Current scenario. Further, all the participants were also asked to introduce themselves and their role in the organizations they belonged to.

Renowned and Experienced Faculties from the public and private sectors having vast experience in related fields were invited. On the basis of the feedback received during the last Training Programme, lectures on pre-project activities and Project Procurement Management were introduced in this Training Programme.

The following important topics were discussed during this training programme:

- a) Project Risk Management-Basic Introduction.
- b) Risk Identification and Mitigation Techniques
- c) Pre Project Activities, Concept of Project Management
- d) Appraisal of the Projects, Preparedness Appraisal-EFC, PIB
- e) Project Planning and Monitoring Module
- f) Project Procurement Management
- g) Implementation of Project at different levels
- h) MIS reports and their Evaluation
- i) Project Planning tools-Bar chart/Gantt Chart, PERT/CPM
- j) MS Project 2010.

Shri. K.M. Chaudhury, PMP expert on Risk Management made a presentation on Project Risk Management covering Basic Introduction to Risk Management and Risk Identification and Mitigation Techniques. He discussed in depth the crucial role played by project managers in dealing with uncertainties by adopting strategic framework that mitigates the adverse impacts of risks. This aspect of Project Management will help in ensuring the successful completion of the projects and set good Corporate Governance in organization. He elaborated the various key steps of Project Risk Management i.e. planning for risk management, identification of risk, qualitative & quantitative analysis of Risk, plan risk response & monitor and controlling the risk. He also discussed the different types of risk associated with different stages of the projects & advantages associated with maintaining the risk register by adopting the risk management processes. He also discussed many examples of the projects where Risk management played a great role in success full delivery of the project and avoidance of risk management led to failure in many projects.

Shri D.K. Ojha delivered two lectures on pre-project activities, Introduction to concept of project management. He also delivered a lecture on Project management information system and elaborated the working of Online Computerized monitoring System (OCMS). OCMS has been developed on oracle pattern with two tier authentication system for timely updation of progress of projects. The Ministry's initiatives to further improve the shared monitoring mechanism though computer software were also discussed. Shri D.K. Ojha further emphasized the importance of monitoring the progress of projects by an independent agency like IPMD.

Shri Shatrughan Lal, former Joint Adviser (PAMD) 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 Projects 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 Rakesh Vineet and Shri Sanjeev Kumar from Engineers India Limited [EIL], made a presentation on Project Management Techniques. Shri Vineet discussed in detail the integral components of Project Management like Planning, Execution, Scheduling and Monitoring. Apart from this, he also discussed the importance of Project Management Software in the competitive age of Project Management. Further Shri Sanjeev described role of planning in project management and steps involved in all the components of Project Management. He also discussed examples of Proposal Schedule, Work Breakdown Structure and Project Schedule Network. They discussed many practical issues faced by EIL in various phases of Project management. They also discussed the contribution of EIL in many Mega Projects.

Shri S. Mandal from EIL took a lecture on Project Procurement Management. Participants took much interest in the topic and discussed many practical challenges and issues in the area concern. Under this topic the discussion was about Introduction of Project Procurement, Stages in Project Procurement Management and Procurement Risk and Mitigation. He explained all four stages in procurement management in detail including many examples from current projects. He also covered in detail the complete process of E-tendering, Objectives of E-procurement, features of E-procurement and the benefits realized so far from this system.

Hands' on activity on "MS Project 2010" was taken up by Shri P. Prasad (Micro-soft certified trainer on MS-Project 2010). Shri Prasad discussed the various stages of Project life cycle and ways to translate them to computer software using scheduling the project activities and milestones of a real time project with the help of MS Project 2010. He explained the tools menu and icons like calendar, Gantt chart, Activity, Network diagram, Task uses etc. He also explained the project setup, task details, duration against task, link task, check and adjust, assign resources and costs, resolve resources allocation, baseline of the plan, manage-track project, sharing of projects information etc. Participants took keen interest in using the IT techniques in real time situation. The soft copy of the guidebook on MS Project 2010 was also distributed among the participants for future reference.

Shri Adesh Jain, President PMA was invited for a guest lecture on Project Implementation. Shri Adesh Jain emphasized on the competency based qualification and not on certification based qualification in the field of Project Management. From his vast experience in this field at International level, he shared large number of issues faced by Project Managers in various countries and their interpretations.

The valedictory session was chaired by Shri D.K. Ojha, Director IPMD. Shri Ojha emphasized the timely completion of the projects with highest level of quality so that the desired output can be delivered efficiently. Shri Ojha also invited the participants to express their views regarding the problems e.g. land acquisition, utility shifting, non-cooperation faced by them while executing the projects and asked them to write the pending issues with other ministries/state government to this Ministry for resolving the same. In an open environment, the participants expressed their views regarding the training course material, its duration, contents, faculty members and their suggestions for future improvement before Director, IPMD.

All the participants were asked to give their feedback in the format given to them. Participants gave a positive feedback on the course material and the faculty. They made some suggestions and requested that they should be made a part of future training programmes. One of the suggestions was

to include case studies of on-going central sector projects where tools project management in successful attainment of set targets. This could be an open session where the project manager of successful project could interact with the participants and share his knowledge regarding effective project management. This would be immensely beneficial to the participants as this would provide insight to practical aspects of project management besides the theoretical knowledge that they gain at such training programme. A short visit to nearby place on any ongoing project was also a suggested by many participants.

Another suggestion relates to having an open session regarding the approval process specifically of the ministry of Environment and forest and state/local/municipal authorities. Shri Ojha mentioned that the project authorities can now approach the Central Sector Project Coordination committee (CSPCC) under Chief Secretary of respective states for appropriate solution of their problems of Infrastructure sector.

The participants were satisfied with the assistance/facilities provided by the staff/officials of NSSTA during their 5 day's stay. During feedback session, some of the participants requested for increase in the duration of the training programme to 2 weeks, inclusion of study tour, to nearby on-going project, and adding one case study of successful projects. He further added that increase in duration of the programme may not be possible; Shri Yogendra Singh distributed the certificates and group photograph to all the participants and congratulated them for successful completion of the training. Shri Kailash Chandra, Dy. Director IPMD expressed vote of thanks to all the staff/officials of NSSTA for their support in successful completion of this training.

List of Participants for Workshop on “Project Planning & Management”
(From 15th to 19th September, 2014)

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