

Batch-18



Certificate course in
Project Management

Five Saturdays

February 16, 23, March 2, 16 and 23, 2019 • 9.30 am to 5.00 pm

Venue: Torrent-AMA Management Centre, Core-AMA Management House,
AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.

Background : Project Executives need the skills to manage a project to achieve schedules, maintain the project budget and achieve performance targets. The essential skills needed to manage resources efficiently and effectively to reach project goals will be taught in this seminar.

Objectives : Complete projects on schedule and within budgets; Squeeze the most out of every project rupee you spend; Cut the time and worry you invest in each project; Maintain tighter control over each phase of every project.

Methodology : Lectures; Case studies; Examples; Experience Sharing

For Whom : Project Managers; Contract Managers; Project Consultants; Construction Companies; All Professionals involved in Projects and programmes

Course Outline

1. Overview of project Management-What is a project, Project objectives, Project stake holders, project life cycle, steps in managing a project, pitfalls in managing a project
2. Project Initiation-Project identification, SWOT, Screening
4. Project Organisation-Why, How, Types, Staffing
5. Project Planning and scheduling-work break down structure, milestones, activities, How planning and scheduling done, estimation and budgeting, PERT/CPM techniques in Project Management

6. Project monitoring and control systems-project execution, review, control and corrective steps, MIS, IT in project management
7. Leadership in project Management - Types, role of the project manager
8. Project teams - importance, Characteristics of effective teams
9. Contracts Management - contract plan, tendering, contract documentation, contract performance, claims management
10. Project financing - project appraisal, technical, marketing, financial, managerial, economic, environmental, infrastructure financing, legal issues
11. Project risk management - Types of risk, risk identification, quantification, mitigation etc
12. Project cost management - importance, techniques, earned value analysis
13. Project auditing - Pre audit, Audit during implementation, post project appraisal
14. Improving project performance - reasons for failure, lessons from the past, Golden rules for successful project management
15. Case studies in Project Management

Faculty : The course will be conducted by
Mr. A. R. Parasuraman, M.Com., FCMA, ACS, DMS, MFM (JBIMS). He has presented management seminars for over 1000 multinational, national, and public and private sector companies in India. Mr. Parasuraman has 20 years of industrial experience in Electronics, Power, Textiles, Pharmaceuticals and TATAS.

Fee : Rs.9,000/- per participant including GST. Concession for Members 10%, Patron Members 20%. Fee includes course fee, cost of reading material, lunch & refreshment. Cheque should be drawn in favour of "**Ahmedabad Management Association**".

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