

# Programme on Project Management

Saturday & Sunday, August 12 & 13, 2017 • 9.30 a.m. to 5.00 p.m.



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

**Back Ground** : 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

**Contents** :

- PROJECT INITIATION- Project identification process, SWOT, Screening,
- PROJECT ORGANISATION- Why, How, Types, Staffing
- MANAGEMENT AND LEADERSHIP- Types, role of Project Manager
- PROJECT TEAMS- Effective teams, importance
- PROJECT PLANNING AND SCHEDULING- Work break down structure, milestones, How done, PERT/CPM
- ESTIMATION AND BUDGETING- how done, significance
- PROJECT IMPLEMENTATION- Monitoring, site visits, Review,
- CONTRACTS MANAGEMENT- tendering, Types of Contract, contract documentation, contract performance evaluation, claims management etc
- PROJECT CONTROL- components, characteristics, corrective action
- PROJECT MONITORING AND INFORMATION SYSTEMS- MIS, IT
- RISK MANAGEMENT IN PROJECTS- Types of risk, Identification, Quantification, mitigation
- PROJECT AUDITING- Pre audit, Audit during implementation, Post project appraisals
- IMPROVING PROJECT PERFORMANCE- Reasons for failure, lessons from the past, Golden rules for successful Project Management

**Faculty** : The programme 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.3200/- per participant inclusive of Service Tax. Concession for Member 10%, Patron Member 20%. Fee includes course fee, cost of reading material, lunch and refreshment. The cheque may please be drawn in the name of 'Ahmedabad Management Association.'

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August 12 & 13, 2017

### Registration Form:

Please fill-in and return this form along with participation fee to:

Ahmedabad Management Association, AMA Complex, Dr. Vikram Sarabhai Marg,

Ahmedabad 380 015, Phone: 079-26308601-5 • Mobile: 9537407187, 7069940917

E-mail: ama@amaindia.org • Website: www.amaindia.org • Android Mobile App: AMA-Ahmedabad amaIndia.org

<b>Name(s)</b>	<b>Position</b>
1. _____	_____
2. _____	_____
<b>Address:</b> _____	
<b>Pin Code:</b> _____	
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