Pro-Certificate in Project Management

Summary:

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<tr>
<th>Eligibility:</th>
<th>Any Graduate from Recognized University</th>
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<tr>
<td>Duration:</td>
<td>6 Months</td>
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<tr>
<td>Batches:</td>
<td>January 2023 Batch - Last date of registration: 30th June, 2023</td>
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<td>July 2023 Batch - Last date of registration: 31st December, 2023</td>
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<td>Program Structure:</td>
<td>• Business Policies and Strategic Management</td>
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<td></td>
<td>• Project Formulation and Analysis</td>
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<td>• Management of Project</td>
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<td>• Total Quality Management</td>
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<td>• Project Finance</td>
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<td>Program Fees:</td>
<td>Rs. 50,000/-</td>
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Course Layout:

➤ Business Policies and Strategic Management

Chapter 1: Fundamentals of Strategic Management
Structure: Introduction - Definition, Meaning and Scope of Strategy - Definition, Meaning and Scope of Business Policy - Evolution of Strategic Management - Mintzerb's 5 Ps of strategy - Summary - Key Words - Self Assessment Questions

Chapter 2: Strategy Formulation and Strategic Intent
Structure: Introduction - Steps in Strategy Formulation - Vision statement - Mission Statement - Objectives, Goals and Targets - Classification of Objectives - Top Down and Bottom Up Approaches - Summary - Key Words - Self Assessment Questions

Chapter 3: Strategy Formulation and CSR

Chapter 4: Business Environment Forecasting & Analysis

Chapter 5: Corporate Analysis
Technological Environment - Ecological Environment - Legal Environment - Summary - Key Words - Self Assessment Questions

Chapter 6: Types of Strategies

Chapter 7: Functional Strategies

Chapter 8: Strategic Information Technology Management

Chapter 9: Strategy Implementation & Organisational Issues

Chapter 10: Strategy Evaluation and Control
Structure: Introduction - Operational control - Strategic control - Effective evaluation system - Summary - Key Words - Self Assessment Questions

➢ Project Formulation and Analysis

Chapter-1 Introduction to Project Management
Objectives of Project Management, Importance of Project Management, Types of Projects Project Management Life Cycle, Project Selection =Feasibility study: Types of feasibility Steps in feasibility study
Project Scope, Estimation of Project cost , Cost of Capital ,Project Representation and Preliminary Manipulations, Basic Scheduling Concepts , Resource Levelling , Resource Allocation

Chapter-2 Introduction to Project Formulation
Introduction, Concept of Project Formulation, Need for Project Formulation, Significance of Project Formulation, Elements of Project Formulation

Parameters of Project Formulation
Project Formulation and Planning, Project Formulation and the Entrepreneur, Project Formulation and the Government
Chapter-3 Elements of Project Formulation
Feasibility Analysis, Techno-Economic Analysis, Project Design and Network Analysis, Input Analysis
Financial Analysis, Social Cost,Benefit Analysis

Chapter-4 Feasibility Analysis
Feasibility Analysis, Project Identification,Internal Constraints, External Constraints, Evaluation of Project Feasibility, Evaluation of Feasibility Prospects of Project idea, Feasibility Appraisal
Project Designing & Network Analysis Introduction, Concept of Project Designing & Network Analysis, Techniques of Project Formulation Applications, Basic steps, PERT/ CPM- GANTT ,Chart- Critical Path Method
Input Analysis Introduction, Identification of Resources to be consumed in Project, Estimation of Resource Requirement
Financial Analysis Introduction,,Net Present Value,Internal Rate of return, Pay Back Period, Break-even Analysis Sensitivity Analysis
Social Cost Benefit Analysis Introduction to Cost Concepts, Types of Cost, Direct Cost, Indirect Cost, Cost-Benefit AnalysisRedistribution of Income
Environmental Impact Analysis (EIA)
Introduction to EIA, Concept of EIA, Definition of EIA , Methods of EIA

Chapter-5 Project Performance
Performance indicators ,Performance Improvement, Project management and environment
Project Closure
Project evaluation, Project Auditing,,Phases of Project Audit,Project Closure Reports,Guidelines for Closeout Reports

➢ Management of Project

Chapter 1: Introduction to Projects
Definition of Project Management , Project Management , Project Manager and his Responsibilities , Functions of Project Manager, PM as a Profession ,Selection of a Project Manager,Fitting Projects into Parent Organisation , Project Management Team , Phases of Project Management ,Initiation Phase ,Definition Phase , Design Phase ,Development Phase ,Implementation Phase ,Follow-up Phase
Project Environment,The 7S of Project Management
The Project Life Cycle
Concept of Project Management, Project Life Cycle,Inter dependencies, Uniqueness,Purpose, Conflict, Delivery and Deliverables, Overlapping of Activities,Sharing of Resources, Project Classification Extended and Project Life Cycle
Chapter 2: Strategic Management and Project Selection

Project Analysis and Selection

Functions of a Project Manager

Chapter 3: Generation and Screening of Project Ideas
Procedures for Idea Generation, Monitoring the Environment, Corporate Appraisal, Project Definition Rating Index

Market and Demand Analysis
Need for Demand Forecasting, Market Identification, Business Cycle, Situational Analysis, Marketing Plan, 5C Analysis, Conduct of Market Survey, Performing Primary Market Research, Creating Surveys and Questionnaires, Conducting One-on-One Interviews, Demand and Forecasting, Understanding Consumer Demand, Forecasting Consumer Demand, Technical Analysis, Environment Impact Assessment (EIA)

Social Cost Benefit Analysis
Rationale for Social Cost Benefit Analysis, Market Imperfection, UNIDO Approach for Social Cost Benefit Analysis, Shadow Pricing, Concept of Tradability, Sources of Shadow Prices, Methods followed by Financial Institutions

Chapter 4: Financial Estimates and Projections

**Measuring Project Profitability**
Pay Back Period, Accounting Rate of Return, Decision Rule, Net Present Value, The Discount Rate
Internal Rate of Return, BCR Method, Calculating the Incremental Benefit-Cost Ratio
Other Assessment Methods

**Project Cash Flow**

**Chapter 5: Work Break Down Structure**
Need and Importance of Work Break Down Structure, Purpose, Process, Pitfalls, Other Factors Affecting the Optimal Capital Budget

**PERT, CPM and Time Estimation**

**Conflict and Negotiation**
Conflict is everywhere, Negotiation, Definition and Scope, The Prevalence of Negotiation

**Total Quality Management**

**Chapter 1: Total Quality Management—an Introduction**
Definition of TQM, Origin and Evolution of Quality Management, Meaning and Definition of Quality
Terminologies Related to Quality Management

**Concept of Quality Management**
Concept of Quality, Principles of TQM, Customer Focus, Participation and Team Work, Employee Involvement and Empowerment, Continuous Improvement and Learning, TQM Framework
Obstacles and Benefits of TQM, Obstacles of TQM, Benefits of TQM
Chapter 2: Tools for Quality Management, Leadership for TQM
Leadership, Characteristics of Quality Leaders, Role of TQM Leaders, Attitudes and Involvement of Top Management, Leadership Concepts, Seven Habits, Deming Philosophy, Quality Council

Chapter 3: Customer Satisfaction

Customer Retention

Employee Involvement
Employee Involvement and Employee Empowerment, Awareness of Quality, Employee Suggestions and implementation, Performance appraisal, Education and Training

Continuous Process Improvement
Continuous Process Improvement, The Juran Trilogy, The PDCA Cycle, Problem-Solving Method, Kaizen, Five S of Kaizen, Role of TQM in the Control and Improvement Process

Chapter 4: Benchmarking
Definition of Benchmarking, Levels of Benchmarking, Strategic Benchmarking, Operational Benchmarking, Types of Benchmarking, Benefits and Reasons of Benchmarking, 5 Process of Benchmarking, Cost of Benchmarking, Some Issues of Benchmarking

ISO 9000 Standard series

Chapter 5: Quality Function Deployment and the House of Quality

Failure Mode and Effect Analysis
Meaning of FMEA, Relationship of Cause, Failure Mode & Effect, FMEA Process, Risk Priority Numbers in FMEA, FMEA Team, FMEA Documentation, Stages of FMEA, Benefits of FMEA

Total Productive Maintenance
What is TPM?, Planning for TPM, Learning to New Philosophy, Promoting the Philosophy, Training, Identifying Improvement Needs, Setting Improvement Goals, Developing Plans, Autonomous Work Groups

Quality Control
Quality Control, Statistical Quality Control, Objectives of Statistical Quality Control, Benefits of Statistical Quality Control, Procedure of Statistical Quality Control, Tools of Statistical Control, Statistical Process Control, Descriptive Statistics, Acceptance Sampling, Quality in After-Sales Service

➤ Project Finance

Chapter 1: An Introduction to Project Finance

Features of Project Finance
The Contractor and the Turnkey Construction, Contract (TKCC), Operations and Maintenance Contractor and the O&M Agreement, Purchasers and Sales Agreements 9, Suppliers and Raw Material Supply Agreements (RMSAs), Project Finance as a Risk Management Technique

Chapter 2: Means of Financing Projects
Definition and Concept, Working Capital Finance for Projects, Profitability, Advisory and Arranging Activities for Project Finance Funding

Taxation and Incentives
Export Credit Agencies and Development Finance Institutions

Chapter 3: Project Feasibility Studies
Importance and Scope, Market feasibility, Technical feasibility, Financial feasibility

Chapter 4: Assessing Risks in Project Finance
Identifying Project Risks, Precompletion Phase Risks, Postcompletion Phase Risks, Summary of the Risk Management Process

Project Finance and Commercial Risks
Project Finance and Macroeconomic Risks
Regulatory and Political Risks
Mitigation of risk

Chapter 5: Legal Aspects in Project Finance
Legal Aspects in Project Finance, Project Agreements, Sub-Contracts and Other Related Agreements, Project Finance Loan Documentation

Contemporary Issues in Project Finance
Global Scenario
Project Finance in Developing Countries, Sustainable finance in international projects, PPPs and Economic and Social Development, The role of International Financial Institutions

**Assessments:**

Students need to complete 2 MCQ type Assignments per subject through the LMS.

Passing Criteria – 40%

On successful completion of assignments, students will be awarded with e-certificate. Hard copies will not be dispatched.