



**Government of India**  
**Ministry of Communications & IT**  
**National Institute of Communication Finance**  
**Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047**

No: 1-19/DG/W.S. on Project Management/2015-NICF

Dated: 10.12.2015

To,

1. All Pr. CCA/ CCA.
2. Director (Fin), BBNL, New Delhi.
3. JS&FA, DoP HQ, Dak Bhawan, New Delhi.
4. DDG (E&F), DoT HQ, New Delhi.
5. Chief Architect, BSNL, Netaji Nagar, New Delhi.
6. Head (Technical), EDCIL India Ltd, Noida.
7. Superintending Engineer, CPWD (Civil), New Delhi.
8. Executive Engineer, CPWD (Elect), New Delhi.

**Sub: Workshop on "Project Management"**

The workshop on "Project Management" is scheduled to be held as per the particulars given below:

**Course No.** : 19111516  
**Duration** : 1 day  
**Period** : 23.12.2015  
**Venue** : NICF, Ghitorni, New Delhi.

**Introduction:**

The workshop intends to familiarize the participants with the Basic concept of "Project Management". Various aspects of project management would be discussed like project management approach, strategies etc.

**Learning Objectives:**

Participants will be introduced to the need for sound Project Management and basic concepts such as Projects, Programs & Portfolios, the triple Constraint, and Stakeholder Management. Also will be covered the concept of having clear project Goals including creation of Project Charter. Some of the topics to be covered are as follows.

- Key activities involved from project initiation to closing.
- Important success tools for planning and control including such as clear scope, Communication Planning and Risk Management for early problem detection and corrective action.
- Project Appraisals and risk analysis.
- Time and Cost Management.
- Execution and importance of Monitoring & Control.
- Importance of Project Lessons Learned and proper project closure.

### Target Population:

All Officers dealing with projects directly or indirectly in DoT/DoP/BBNL/NICF Ghitorni, New Delhi.

Last date of receipt of nominations : 18/12/2015  
Course Director : Shri Shree Ram  
Contact phone numbers : 011-26502567 (O)  
Contact email id : [nicfghitorni@gmail.com](mailto:nicfghitorni@gmail.com)  
Course coordinator : Sh. P.S. Pandian  
090131-35422 (M)  
Course co-coordinator : Sh. Madhukar Sharma, AAO  
098100-18559 (M)

- Heads of CCA Circles are requested to nominate suitable officer.
- The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course if any.
- The officers nominated against the circular may be allowed to book their journey tickets.
- Officers may be requested to bring their copy of relieving order.
- All related correspondence may be sent to the course coordinator at the following address.

**Shri P.S. Pandian, Accounts Officer  
O/o Director General,  
National Institute of Communication Finance,  
Mehrauli- Gurgaon Road,  
Ghitorni, New Delhi-110047**

- Accommodation: The Participants are requested to make their own arrangement for stay in hotel. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment by the participants. The Controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
- Transport:- All the participants are hereby requested to make their own arrangement to reach the hotel from Airport/ Railway station and vice versa.

  
**(Shree Ram)**  
**Director, NICF**  
Tel-011-26502567  
011-26502457

### Copy to:

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (LF-I), DoT HQ, Sanchar Bhawan, New Delhi.
- Director (Erg. Fin.), DoT HQ, New Delhi.