



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

No: 1-1/DG/ 'A' Circular/Project-Management /2013-NICF

Dated: 11.12.2013

To,

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

Sub: Workshop on “Project Management for Attaining Excellence”.

The workshop on “Project Management for Attaining Excellence” is scheduled to be held as per the particulars given below:

Course No. : 17121314

Duration : 1 day

Date : 23/12/2013

Venue : O/o DG, NICF, Ghitorni, New Delhi-110047

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 covered will be the concept of having clear Project Goals including creation of Project Charter. Some of the topics to be covered as follow:

- 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/Ghitorni Project.

Last date of receipt of nominations : 17/12/2013

Course Director : Shri. Kashi Nath Jha
Contact phone numbers : 011-26502457 (O) 09013130181 (M)
Contact email id : nicf.gov@gmail.com
Course coordinator : Sh. S.C.Kapoor
09868135512(M)/Fax-01126501881
e-mail:nicf.gov@gmail.com
Course Co-coordinator : Shri Chandra Kumar Salwan
09968136649 (M)
Contact phone numbers : 011-26502459 (O) 011-26501881 (Fax)

1. The officers nominated against the circular may be allowed to book their journey.
2. Officers may be requested to bring their copy of relieving order.
3. **For enquires related to vehicle arrangements/transport etc. Shri. S.C. Kapoor, CAO of this office may be contacted on 09868135512(M), 011-26502459 (O)**
4. Nominations should be sent through Heads of CCA Circles/Postal units to this office.
5. All related correspondence may be sent to the course coordinator at the following address.

Shri. S.C. Kapoor, CAO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047.
e-mail:nicf.gov@gmail.com

6. For accommodation and boarding arrangements to be booked by NICF, a request letter be sent to NICF on before 17.12.2013.

(Kashi Nath Jha)
Director

Copy to:

- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- Sr. PPS to Administrator (USOF), DoT HQ, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.
- PS to CGM, BBNL, New Delhi with reference to his letter no. BBNL/Trg./2013 dated 09.10.2013.
- Sh. Dheeraj Gyani, Project Management Institute, Suite Hibicus, Paharpur Business Centre, 21, Nehru Place Greens New Delhi-110019.
- Ms. Swati Pant, Project Management Institute Suite Hibicus, Paharpur Business Centre, 21, Nehru Place Greens New Delhi-110019.