

PROJECT PLANNING, IMPLEMENTATION MONITORING & EVALUATION

5th TO 9th AUGUST 2019 at DIU



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028

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www.npcindia.gov.in

INTRODUCTION

Project Management is a professional discipline with a body of knowledge and a specific set of skills and competencies. The environment in which organizations operate is rapidly becoming more complex than ever before. Major shifts in technology, business and economic environment present ample opportunities and many challenges to organizations. Effective Project Planning is essential to achieve project goals and objectives within time and budget constraints.

Project Monitoring and Evaluation is often perceived as being relevant only to those who are employed in the higher ranks of an organization's Project Planning. However, Monitoring is a key control mechanism for ensuring quality, timeliness and efficiency of the project. It provides a way to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contribute to transparency as well as accountability.

The Project begins with a pre-planned series of activities and events, however, things really worked out exactly as planned. NPC training programme would help to understand various approaches to provide greater control over project delivery. It has been designed to enable participants to contribute effectively within the organization by imparting tools and techniques of systematic collection and analysis of information to track the progress of project implementation against pre-set targets & objectives with a view to enhancing managerial effectiveness & performance.

OBJECTIVES: The programme aims at providing.

- To impart concepts and techniques on Project Planning to the participants.
- To provide the participants with an opportunity for sharing experiences and team learning to meet diverse challenges.
- To establish an understanding of Performance Planning of project.
- To describe the risk monitoring and controlling process.
- To enable the participants to carry out project monitoring and evaluation, and describe outputs common to all knowledge areas at their workplace.

CONTENTS

- Concept of Project Planning: Team, Roles and Responsibilities.
- Participatory Project Planning, Resource Management, Project Scheduling and Implementation.
- Concepts, Objective and Approaches of Project Monitoring and Evaluation.
- Tools and Techniques for Project monitoring and evaluation

PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, etc.

PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Program Order No:	IE/ GN / T12 / 248 / 2019-20
The participation fee on a Residential basis:	Rs. 48750/- Plus 18% GST (Residential Participant) Rs. 29050/- Plus 18% GST(Non-Residential Participant) GST may not be applicable to Central/State Ministries
Check In at Hotel/Resort:	12 Noon Onwards on 05 th August 2019
Check Out at Hotel/Resort:	Before 11 AM on 09 th August 2019
Programme starts on	05-08-2019 at 1500 hrs.
Programme closes on	09-08-2019 at 1100 hrs.
Last date for receiving confirmed nominations	01 st August 2019

FACULTY & ANDRAGOGY:

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

GENERAL INSTRUCTIONS

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits.
- Choice of the room would not be entertained by NPC since it is totally at the discretion of the hotel.
- Early check-in and late check-out after 11 AM are subject to availability at the hotel.
- Field Visit: Would be arranged by NPC on the third day of the training program, from 1400 Hrs. To 1800 Hrs.
- Settlement of Bills: The hotel has been instructed to open separate folio for each participant. You are requested to settle your dues regarding family members, laundry, telephone, mini bar, room service, verstay, etc. before check out.
- NPC will not provide accommodation before or after the above mentioned training programme dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost, which they may can reimbursement from their respective departments. For the same NPC can facilitate by providing a certified letter regarding your own stay.
- Hotels may change as per the availability & any room service will be chargeable.
- NPC is not liable for personal expenses, boating, portorage, theft, accidents, etc.
- In unforeseen circumstances if training program gets cancelled NPC won't be liable for any charges.
- Always carry your original ID proof while traveling, with same name on travel tickets.
- Indian food is not guaranteed and local food may be served at Hotel. Participants must be ready to accept the local food.
- During Field visit/sight seen you should adhere to the time announced by the Training coordinator, failing which you will have to come to the next place on your own expenses.
- There may be changes in the training schedule and sightseeing if any odd situation arises & the same has to be adhered to.
- Special requests like early Check In, late Check Out, Smoking room, Non-smoking room, etc. will be subject to availability and hotel policy.
- Dining Arrangements has been made at the dining hall of the hotel & its general timings are: Breakfast - 08.00 Hrs. to 09.00 Hrs., Lunch - 13.00 Hrs. to 14.00 Hrs., Dinner - 08.30 pm to 10.30 pm
- Participation Fee: Nominating authority shall inform to NPC official mail about applicable participation fee (UTR/DD/Cheque Details).
- Participant is requested to inform about the schedule of check in-checkout at Hotel. Since this would help the hotel to serve participants better.
- The arrangement at the hotel is inclusive of (Room service will be chargeable)
- Coffee/ Tea Maker in each room for Bed Tea, 1 Nos of water bottles
- Breakfast, Lunch and Dinner at Dining Hall
- Forenoon and Afternoon Tea at Conference Hall

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation to each participant on the conclusion of the training programme.

PAYMENT DETAILS

Fee is to be paid by DD/Cheque
in the name of
"National Productivity Council"
Payable at Gandhinagar, Gujarat

PAN No. - AAATN0402F,
GST No. - 24AAATN0402F1ZC

ECS Payment details :
Indian Overseas Bank, 70, Golf Link Branch,
New Delhi,
SB A/C No. 026501000009207;
MICR – 110020007; IIFSC No. IOBA0000265

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimidated along with UTR number accordingly to programme coordinator.

*It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.

FORTHCOMING TRAINING PROGRAMMES

Programme	Participation Fee Per Person	Programme starts on
Productivity enhancement tools and techniques	Rs. 48750 + GST (Residential) Rs. 29050 + GST (Non-Residential)	09 th - 13 th August, 2019 Imphal
Management Development Programme for New Leader	Rs. 48750 + GST (Residential) Rs. 29050 + GST (Non-Residential)	16 th - 20 th September, 2019 Coimbatore

For further details of programme, please visit : www.npcindia.gov.in

REGISTRATION:

There is no fixed format for nomination letter. It can be in any format issued by nominating organization. However, the nominating authority should ensure that the nominations are sent with Nominating authority's & Participant's Name, Designation, Department/Section, Landline, Fax, & Mobile Nos. and Email ID in nomination letter and should reach to our email "gandhinagar@npcindia.gov.in" or vikas.meena@npcindia.gov.in or on our corresponding address. For any correspondence related to this programme please mention the reference program order number mentioned in table.

CONTACT DETAILS:

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CORRESPONDENCE ADDRESS

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