



# Engineering Staff College of India

Autonomous Organ of the Institution of Engineers (India)  
(ISO 9001:2008 Certified Institution)

Old Bombay Road, Gachi Bowli, Hyderabad – 500 032  
Phones : 040-66304100(EPABX)/ 66304123,4124,4125 (Direct) Fax : 040-23000336  
E-mail : it@escihyd.org website : www.escihyd.org



Mrs. P. Vasavi  
Jr. Faculty & Course Director  
Information Technology Division

ESCI-IT/IT 2018/2012-13  
31.05.2012

To

*Applications may be sent to  
eehrd@pwd.kerala.gov.in*

The Executive Engineer  
(HRD Cell)  
O/o The Chief Engineer,  
R&B and Administration,  
Public Office Building,  
Thiruvananthapuram-695033  
Ph.0471-2321240.  
Email: eehrd@pwd.kerala.gov.in

Dear Sir,

**Sub: Continuing Professional Development Programme on  
"MS Project: IT Tool for Project Management"**

**from 16 – 18 August 2012 - Reg.**

We are pleased to inform you that ESCI is conducting a 3 - day continuing professional development programme on **"MS Project: IT Tool for Project Management"** from **16 – 18 August 2012** at ESCI Campus, Gachi Bowli, Hyderabad.

Project management includes estimation and planning, scheduling, cost control and budget management, resource allocation, collaboration software, communication, quality management and documentation or administration systems, which are used to deal with the complexity of large projects. MS Project can help organizations build significant efficiencies around portfolio and project management processes to select and deliver the right projects, reduce costs, drive efficiencies, and ultimately plant the seeds to grow the business.

Microsoft Project allows the project manager to enter the tasks of a project and assign workers to those tasks, as well as cost information. Microsoft Project also provides functionality that allows the user to create reports that communicate the status and progress of a project.

**Enclosed brochure explains the programme objectives, coverage, methodology, target participants, etc.**

We request you to kindly nominate your executives to participate in the above programme and make use of the opportunity.

Looking forward to your kind patronage to ESCI's educational endeavors.

Thanking you,

Yours faithfully,

(P Vasavi)

Encl: Brochure

*Submit applications  
before 10/7/2012.*

*Amo Cumbh  
3/7/12  
Dy CE.*

*Publicise  
in website  
Dy CE*



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Autonomous Organ of The Institution of Engineers (India)  
Old Bombay Road, Gachi Bowli, Hyderabad - 500 032, A.P. India.

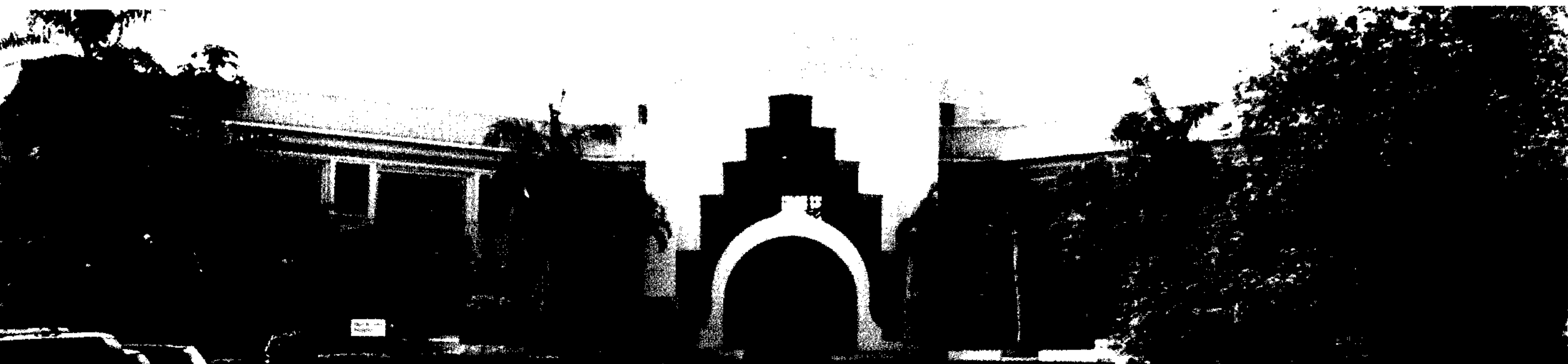


## Information Technology Division

Continuing Professional Development Programme on

# MS Project: IT Tool for Project Management

16 – 18 August 2012



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence.**

## INTRODUCTION

In a competitive world, organizations are constantly looking for opportunities in the form of new products, new ventures, new markets, expansion of the existing facilities, new partners etc., and in the process of dealing these issues, the organizations are required to master the good practices of project management. It is imperative that projects are managed to win the confidence of stake holders, realize efficiency and effectiveness in all phases of the projects and to improve the life cycle utility of the projects.

Project managers often work within short time frames and with limited resources to successfully complete projects on time, within budget and according to requirements. Microsoft Project provides a flexible and intuitive solution to help you gain control of your projects. With India going strong on building up infrastructure to match its role of regional economic power, and the shortage in It Qualified Project Management personnel, the Engineering Staff College of India (ESCI) considered it prudent to conduct a Training Programme on “**MS Project: IT Tool for Project Management**”.

## OBJECTIVES

- To Develop working competence in the use of MS Project
- To explore the Microsoft Office Project environment to verify project information.
- To manage tasks by organizing them and setting task relationships

## COURSE COVERAGE

- Overview of Project Management
- Introduction to MS Project
- Creating a Project Plan
- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Add Resources in the Project Plan
- Managing Resources in a Project Plan
- Create a Resource Calendar
- Assign Resources to Tasks
- Enter Costs for Resources
- Enter Values for Budget Resources
- Resolve Resource Conflicts
- Finalizing the Project Plan
- Display the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Print a Project Summary Report
- Exchanging Project Plan Data with Other Applications
- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information
- Managing Project Costs
- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan
- Reporting Project Data Visually
- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

## METHODOLOGY

Methodology of the programme includes class room sessions with Lecture / Discussion with audio visual aid, hands on practice labs, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

## FACULTY

The faculty are top rated and internationally recognized for their expertise in project management.

## TARGET PARTICIPANTS

Project and program managers, software architects, systems analysts, team leaders, developers and anyone interested in Microsoft Project.

## BENEFITS TO THE PARTICIPANTS

After completing this course, the Participant will be able to:

- Leverage Microsoft Project to plan and manage project schedules and resources
- Track progress, monitor variances between target and actual project deliveries
- Assign resources to tasks and troubleshoot overallocation conflicts

## PROGRAMME VENUE, DATES & TIMINGS

**Venue** : Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad. 500032. AP, India.  
**Dates** : 16 – 18 August 2012  
**Timings** : On the first day Registration will commence at 09:00 hrs i.e 16 August 2012. On all other days the programme timings will be from 09:45 – 17:15 hrs with breaks in between for tea and lunch.

## COURSE CO-ORDINATOR

Mrs. P. VASAVI  
Jr. Faculty  
Information Technology Division, ESCI

## COURSE FEE

₹ **14,000/- (Residential Fee)** per participant. Fee includes course material, course kit, twin-sharing / single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of training programme

## DISCOUNTS

- **Non – Residential Fee** - 10% discount on course fee is allowed for non-residential participants.
- **Group Discount** - Additional 10% discount for three or more participants if sponsored by the same organization

(All discounts are applicable only if fee is received at ESCI before commencement of the programme)

**Service Tax @12.36%** is to be paid extra and above the training fee as training is also brought under the purview of Service Tax in Finance Bill 2010. **PAN Card No.** AAATT3439Q. **Service Tax Registration No.** AAATT3439QST008 (under commercial training or coaching services – clause 65(105) (ZC) of Finance act – 1994).

Programme fee is to be paid in in favour of “**THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA**” in the form of demand draft payable at Hyderabad.

Alternatively the payment may be made by **Electronic Fund Transfer (EFT)** to ESCI - SB A/c No. 10007111201 with The SBI, PBB, Rajbhavan Road Branch, Khairatabad, Hyderabad-500004 by NEFT/ RTGS/ IFSC Code No. SBIN 0004159 – MICR No.500002075. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

## REGISTRATION

Online registration shall be available on ESCI website.  
To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to :

**The Head**  
Information Technology Division  
Engineering Staff College of India  
Gachi Bowli, Hyderabad – 500 032  
Phone: 040 – 66304100 (EPABX) 66304123/24/25 (Direct), Fax: 040 - 23000336  
Email: [it@escihyd.org](mailto:it@escihyd.org). Website: [www.escihyd.org](http://www.escihyd.org)

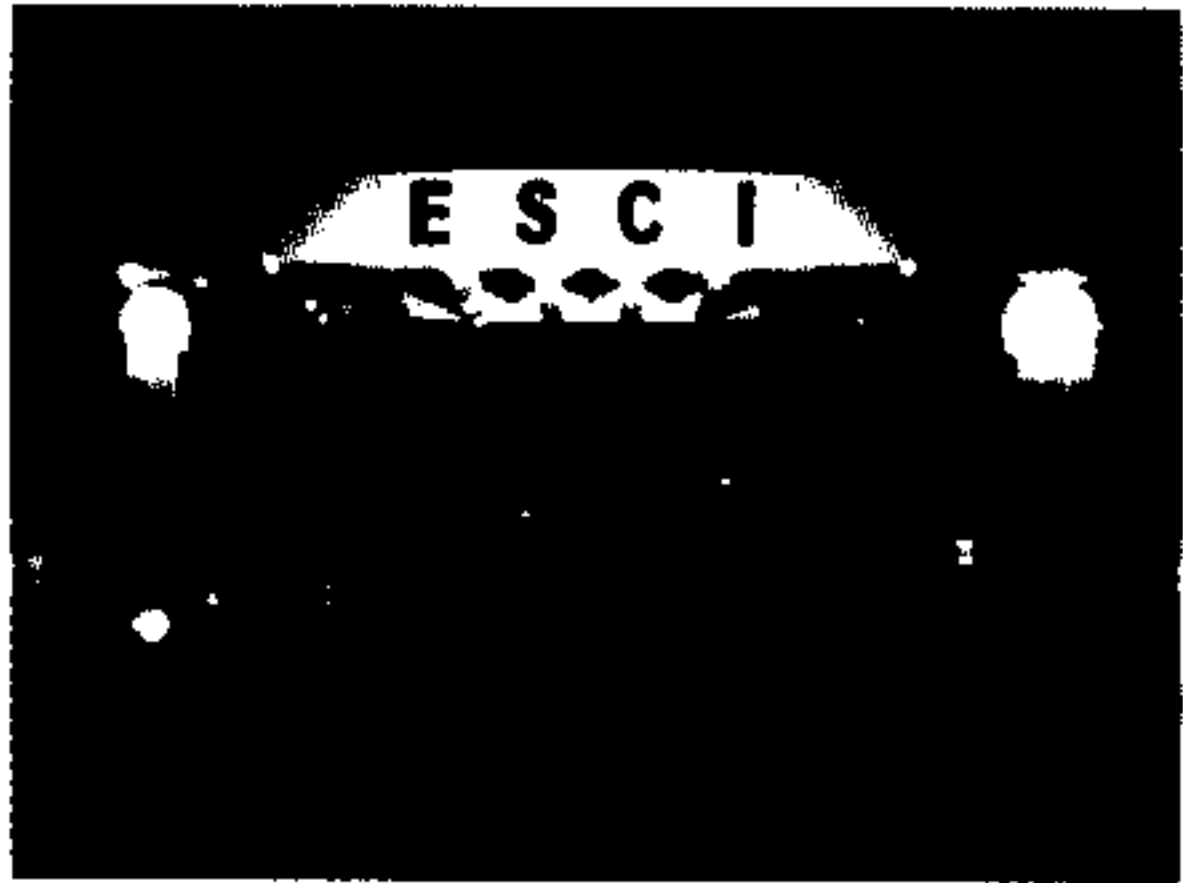
## CERTIFICATE

**A Certificate of participation will be awarded to each participant on conclusion of the programme.**

## GENERAL INFORMATION

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of the outstation participants ESCI will facilitate pickup and drop from Airport / Railway station / Bus station, if travel plans are received at least 3 days in advance along with mobile number by FAX or email. The charges shall be paid by the participants directly to the cab
- ESCI provides complimentary accommodation to participants a day prior to the commencement and after the conclusion of the programme. (check in at 12:00 hrs a day prior to the commencement & check out at 12:00hrs a day after completion of the programme).
- Overstay charges of @ Rs.750/- per day, per head will be charged.
- ESCI provides accommodation for spouse / children on prior intimation and subject to availability @ Rs. 250/- per day, per head during the programme days. Charges (for accompanying person) for food / refreshments to be paid extra as per caterer's rate.
- Family accommodation charges are to be sent along with the registration fee.
- Well developed information centre and Internet facilities are available to the participants free of cost.

# About Engineering Staff College of India



**GENESIS** Engineering Staff College of India (ESCI) is a unique Institution set up in October, 1981 by the premier body of engineers, The Institution of Engineers (India).

## PHILOSOPHY & OBJECTIVES

The Primary objectives of ESCI are to impart professional and need based *Continuing Professional Development Programmes (CPDP)*

and training in frontier areas of Engineering and Management fields, simultaneously providing professional consultancy and technical services to the Industry. ESCI's operations are firmly grounded in its desire to act as a bridge between academic institutions, R&D laboratories and organizations in private and public sectors to promote the growth and increased availability of latest know-how and expertise to professional engineers, executives and managers in all these sectors.

## ESCI's DOMAINS

- ▶ Climate Change.
- ▶ Environment Management.
- ▶ Management & Technology.
- ▶ Quality & Productivity.
- ▶ Civil & Transportation Engineering.
- ▶ Information Technology.
- ▶ Power & Energy.
- ▶ Water Resource Development.

## SCHOOL OF PG STUDIES

School of PG Studies of ESCI conducts AICTE approved two Year full time Post-Graduate Diploma in Infrastructure Management (Power, Transport, Telecommunications & Civil) and PGDM. Aim of the courses is to build the capacity of the engineers and other graduates by imparting skills to make them effective and productive managers.

The PGDM (Infrastructure) is uniquely designed to amalgamate technical talent with the latest management techniques to transform them into Techno Managers in the core sectors of Civil, Power, Transportation and Telecommunication to handle challenges of massive development of infrastructure. Engineering Graduates from any branch are eligible for this program. The admission process for the new batch starts in January every year and the courses commence from July.

## CENTRE FOR CLIMATE CHANGE



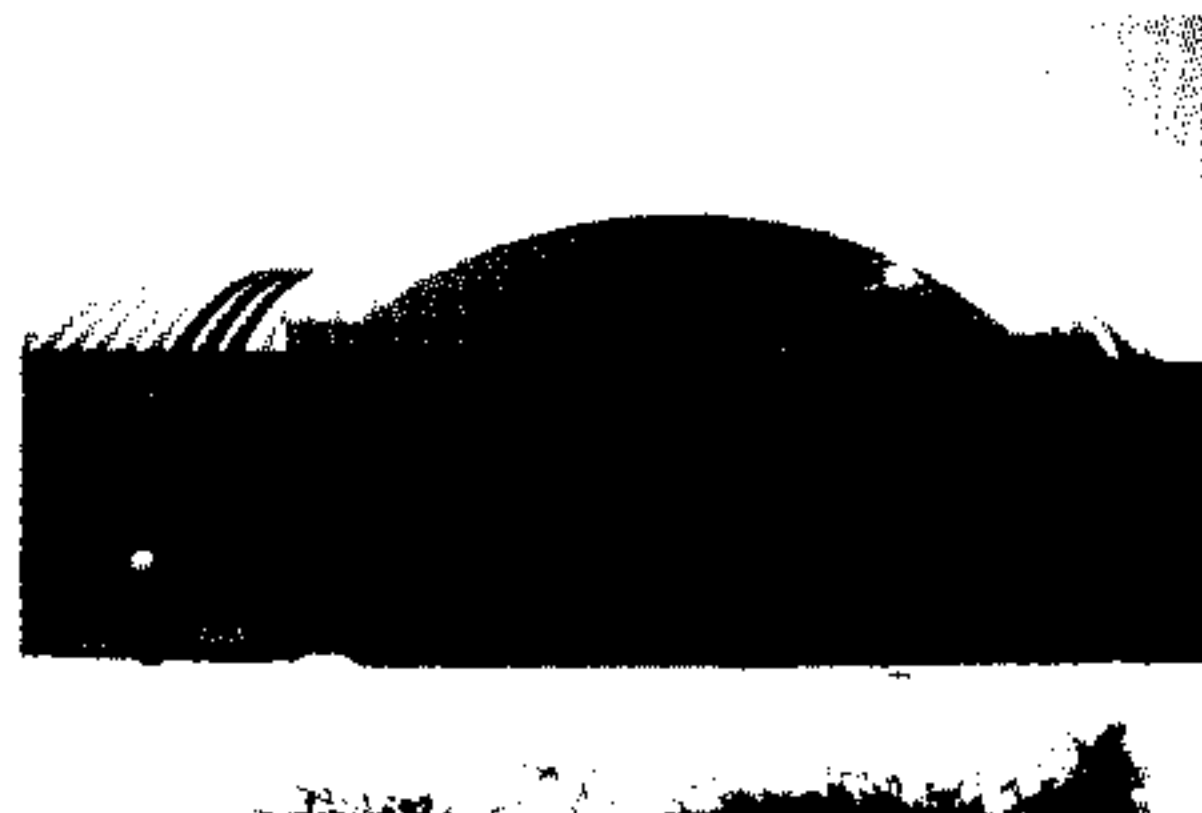
Centre for Climate Change of ESCI aims at Climate Change Abatement. The prime activities are training, R&D and consulting in Climate Change, Clean Technologies, Green House Gases Accounting, Carbon Management, Solar & Renewable Energy, CDM and advisory services for Adaptation and Mitigation plans.

## TRAINING PROGRAMMES

Continuing Professional Development Programmes are formulated by ESCI from time to time and announced, on topics of current technology and relevance. In Addition to Open Programmes, ESCI also organizes and conducts customized in-house programmes to meet specific requirement of such organizations.

## CAMPUS & HOSTEL FACILITIES

The 70-acre sprawling Campus of ESCI is about 15 km from the centre of Hyderabad City. ESCI, situated in serene and tranquil surroundings, has its main building and five hostel blocks which can accommodate upto 150 participants. The hostel rooms are air conditioned and well furnished for comfortable stay of the participants and arrangements for catering and recreational activities on Campus are also provided.



## CLASS ROOMS

The 8 lecture halls are air conditioned and well equipped with all modern audio-visual aids to conduct concurrent programmes

Chanakya Seminar Complex has two lecture halls & seminar halls of seating capacity of 200+ for National & International Conferences and Seminars.

## FACULTY

ESCI has core faculty in all the engineering and management disciplines comprising of very senior engineers, eminent scientists and teachers who have rich experience. ESCI derives faculties from a large number of national and international organisations of high repute. They are drawn from industries, consulting firms, government organisations, academics and research institutions etc.

## CONSULTANCY ASSIGNMENTS

ESCI provides consultancy services to suit the requirement of clients in all engineering disciplines, Quality (ISO 9000/ISO 14000) Management & Technology areas. ESCI's group of thorough-bred consultants with their expertise execute these assignments and co-opt experts as necessary. ESCI has successfully executed many prestigious projects in the areas of water resources, power & energy, transportation, minings etc.

## COLLABORATIONS

ESCI's large number international and national collaborations provide reach and help continual improvement in quality of its activities.

**International :** German International Cooperation (giz), Germany, European Institute for Energy Research Electricite de France, Karlsruhe, Germany, Planning Transport Verkehr AG (PTV), Germany, Massachusetts Institute of Technology (MIT) USA, Kansas State University (USA), University of Illinois at Chicago (USA), British Council, Nigel Bauer & Associates, Marsden International, U.K and DFID, Govt. of UK., CLIMsystems, New Zealand.

**National :** Solar Energy Society of India, Ministry of Transport, Ministry of Power, Central Electricity Authority, Power Grid Corporation, UTL, NALCO, Bhilai Steel Plant, MPPTCL, MPPKVVCL, PSEB, CBIP, CPRI, JNTU, CMC, C-DAC, FICCI Quality Forum, NTPC, BHEL, NHPC, DRDO, NFC, CIRE, NPC, ONGC, NMDC, Ordnance Factories Board, Coal India Ltd, all SEBs, and State Govt. Depts., In addition, ESCI makes use of the various bilateral agreements between its parent body, The Institution of Engineers (India) and professional bodies in many other countries to further its overall goals & activities.



For details about training programmes, consultancy, or any other information, please write to :-



**Commander Arvind Poothia, IN (Retd), Director General,  
Engineering Staff College of India**



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Email: dg@escihyd.org, ic@escihyd.org  
URL www.escihyd.org



giz



CLIMsystems



**A Learning Centre for Practicing Engineers, Scientists and Managers.**