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रक्षा प्रबंध महाविद्यालय

College of Defence Management

सैनिकपुरी पोस्ट/Sainikpuri PO

सिकंदराबाद/Secunderabad - 500 094

CDM/Trg-1/MDP-PM/BRO/10113

10 Aug 16

HQ Dte General of Border Roads
Seema Sadak Bhavan
Ring Road, Delhi Cantonment
New Delhi - 110 010

MANAGEMENT DEVELOPMENT PROGRAMME IN PROJECT MANAGEMENT AT
COLLEGE OF DEFENCE MANAGEMENT : 06-10 SEP 2016

1. Refer:-

- (a) Your letter No 11338/PERS/DGBR/89 /EG-1 dt 16 May 16.
- (b) Our letter No CDM/Trg-1/MDP-PM/BRO/10113 dt 15 Jun 16.

2. Please find enclosed copy of Joining Instructions for Management Development Programme on Project Management scheduled at CDM from 06 to 10 Sep 16. Vide the programme of courses, BRO has been given 30 vacancies for the subject MDP (PM).

3. It is requested that Nominal Roll of officers may kindly be forwarded to CDM by 20 Aug 16.



(जे नम्बियर/J Nambiar)

कर्नल/Col

निर्देशक स्टाफ समन्वयक/DS Coord

कृते कमाण्डेंट/for Commandant

Copy to:-

Dir (AFTI)
HQ IDS, MoD, Room No 18
Kashmir House, Rajaji Marg
New Delhi - 110 011

Internal

FDS - For info



COLLEGE OF DEFENCE MANAGEMENT

JOINING INSTRUCTIONS

MANAGEMENT DEVELOPMENT PROGRAMME - PROJECT MANAGEMENT (06 SEP 16 TO 10 SEP 16)

PART I - TRAINING

General

1. Management Development Programme - Project Management (MDP-PM) will be conducted at College of Defence Management (CDM), Secunderabad from 06 Sep 16 to 10 Sep 16.

Aim, Objectives and Eligibility

2. Aim. To provide inputs to effectively plan and monitor execution of large and medium size operational as well as administrative projects, using project management techniques.

3. Objectives.

- (a) To introduce concepts of project formulation, planning and lifecycle.
 - (i) To explain project scheduling using networks.
 - (ii) To explain Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT).
 - (iii) Exposure to PM Software in scheduling and monitoring of projects.
 - (iv) To explain resource levelling and scheduling.
 - (v) Exposure to Earned Value Management System (EVMS).

4. Qualitative Requirement (QR). The QR for the course is officers of the rank of Col/Lt Col, Capt (IN)/Cdr, Gp Capt/ Wg Cdr or equivalent Civilian Officers of not less than 12 years' service. Officers who have already attended HDMC are not eligible to be detailed on the course. Officers not meeting this criteria will be returned to their units.



Course Design

5. **Course Capacity.** The course is designed for 60 participants. The vacancy distribution is Army - 14, Navy - 05, Air Force - 06, DGAFMS - 03, MoD - 02 and BRO - 30.
6. **Course Duration.** The duration of the MDP PM is **five days**. The course is from **06 Sep 16 to 10 Sep 16**.
7. **Working Hours.** Working hours will be from **0830 hr to 1430 hr in the morning session and 1530 hr to 1730 hr in afternoons**. There will be five sessions conducted each day.
8. **Programme.** The programme begins on the first day at **0815 hr**. All officers are requested to be seated in **Chanakya Hall by 0815hr**. The course programme and material for the duration of the course will be issued to the participants on the first day.
9. **Training Pedagogy.** The pedagogy of teaching at the College has been designed to be dynamic with focus on participative and interactive learning, for a productive and intellectually stimulating learning experience.
10. **Syllabus.** Syllabus for the MDP is attached as **Appendix A**.
11. **Study Material.**
 - (a) All instructional material related to the course will be supplied by the college. Soft copies of all précis and other study material required by participant officers are uploaded on the CWN.
 - (b) Participants are also issued with hard copies of a few précis/handouts considered essential.
 - (c) CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum including day to day passage of instructions, class room teaching, submission of solutions where required, issue of training programme are carried out online. *It is therefore essential that you are reasonably proficient in your Information Technology related skills.*
 - (d) **Library.** CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.



PART II - ADMINISTRATION

Arrival and Departure.

12. **Arrival.** All participant officers are requested to report only on 05 Sep 16 and not before. All participant officers are requested to send their arrival information as per Appendix B and Personal particulars as per Appendix C to Col Adm by Fax/AWAN. The same may also be shared with the Course Basic DS, Gp Capt Ajit Singh by SMS on mobile No 08761874942.

13. Officers travelling by air are required to reach CDM under their own arrangements. The officers arriving by train may be provided DD vehicle for move from railway station to the CDM subject to availability and prior arrival intimation.

14. **Reaching CDM from Airport.** Officers may use cab services from the airport to reach CDM and claim the cost of transportation from airport to CDM accordingly. Pre-paid cabs such as Meru Cab and Sky Cab are available at airport. The distance from airport is approximately 45 km (1½ hr). Cab drivers may be routed towards Secunderabad – Trimulgherry route. CDM is located near Ammuguda Bus Stop (Yapral) / Sainikpuri. Google Map showing route from Airport to CDM is placed at Appendix D.

15. **Departure.** Dispersal from the College on termination of the course may be planned not before 1800 hr on 10 Sep 16 and not later than 11 Sep 16 (AN).

16. **Documents.** All service participants must be in possession of their Course Detailment Letter, Movement Order and Identity Card.

Administrative Arrangements

17. **Reception.** A reception centre will be established at the CDM Officers' Mess. All officers arriving at CDM are requested to report to the reception for completion of arrival formalities and for further instructions.

18. **Accommodation.** 25 participant officers will be accommodated in Sekhon Block of the CDM Officers' Mess complex. CDM would coordinate stay of balance officers in hotel as per entitlement, on prior information. Officers are advised to draw requisite TA/ DA advance to facilitate settling of bills prior to departing from the CDM.



19. **Messing.** Officers will be Dining-In at CDM Officers Mess and are requested not to carry their LRC as flat rates will be charged for dining in the CDM Officers Mess. On prior intimation, the Mess will cater for lunch arrangements for officers staying at hotels. Officers are advised to carry sufficient cash to facilitate payment of bills.
20. **Dress.** Secunderabad enjoys a moderate climate. **Summer Uniform will be worn on the first day for the Opening Address and on last day for Valedictory Function.** On all other days open collar with sleeves rolled down/ half sleeve shirt with name tab (provided by CDM) will be worn.
21. **Medical Support.** The College is dependent on the CDM Medical Inspection Room for medical support. MI Room facilities are also available at No 1 EME Centre, located close to the College. Military Hospital located at a distance of 5 kms and Dental Centre, Bolaram located at approximately 4 kms from the College, are well equipped with all facilities.
22. **Banking Facilities.** ICICI ATM is located within the College campus. SBI, No 1 EME Centre is located close to the College. In addition, ATMs of most of the major banks are available in the vicinity.
23. **Leave.** No leave is permitted during the course; however, specific cases may be considered on extreme compassionate grounds with approval of the Commandant.
24. **Sports and Pastime Activities.** Details of sports and pass time activities available at the College are as given below:-
- (a) **Tennis & Squash.** Facilities for tennis and squash are available at CDM.
 - (b) **Badminton** Facilities for badminton are available at RSI.
 - (c) **Gym.** A well-equipped gym is available at CDM Officers' Mess.
 - (d) **Golf.** There are two 18 hole golf courses, namely the Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA). Officers can play on payment of green fee.
 - (e) **Rajendra Singhji Institute (RSI).** RSI is located about 1 km from College. Officers may utilise facility on cash payment.

**Contact Details**

25. **Training Activities.** Training Branch at CDM will coordinate all the training activities with respect to the MDP. **Basic DS may be contacted for any further clarifications.** The undermentioned officers may be contacted with respect to the training activities of the course:-

- (a) Col J Nambiar, SM, DS Coord - +919701108140, 6624 (Army)
ds2.cdmap@nic.in
- (b) Col NJ Bhattacharji, Trg Coord - +917093895312, 6624 (Army)
ds1.cdmap@nic.in
- (c) Col R Sathya Narayanan, HoD PM - +918297000713, 6621 (Army)
ds4.cdmap@nic.in
- (d) Gp Capt Ajit Singh (Basic DS) - +918761874942,
ds35.cdmap@nic.in

26. **Administrative Activities.** The undermentioned officers may be contacted with respect to the administrative activities of the course:-

- (a) Col DN Rao, Col Adm - +917093895310/(Army- 6615)
ssoadm.cdmap@nic.in.
- (b) Lt Col Anup Deoli, AAQMG - +917093895314/(Army- 6617)
- (c) CDM Duty Clerk - 040-27111731.

27. **Address.** The postal address of CDM is as follows:-

- (a) Postal : College of Defence Management
Sainikpuri PO
Secunderabad - 500 094
- (b) Telegraphic : CDM Secunderabad - 500 094
- (c) Fax : DS Coord : 040-27115741
Col Adm : 040-27115731
- (d) e-mail : cdm@nic.in
- (e) CDM Web site : <https://cdm.ap.nic.in>
<https://cdm.telangana.nic.in>



Appendix A
(Refers to Para 10 of
Joining Instructions)

SYLLABUS

MANAGEMENT DEVELOPMENT PROGRAMME : PROJECT MANAGEMENT

<u>S No</u>	<u>Topic</u>
1	Project Formulation & Planning
2	Introduction to Networks
3	PDM/AON Networks & Network Analysis
4	Time Estimation
5	Project Management Software
6	Resource Levelling
7	Crashing of Projects
8	Earned Value Management System.
9	Project Risk Management
10	Military Applications of PM
11	Project Monitoring Group
12	PM Exercise –syndicate work to practice learnt skills

References

1. A Guide Project Management Body of Knowledge, 5th Edition, Project Management Institute, 2013
2. Meredith J R and Mantel SJ, Jr. Project Management - A Managerial Approach. New York: John Wiley & Sons. 3rd Edition 1995. (ISBN 10:0471-37162-9,ISBN-13: 9780471371625).
3. Lock Dennis. The Essentials of Project Management. London: Gower Press. 6th Edition 1996. (ISBN 13 : 9780566077456).
4. Hira DS. Project Management with PERT and CPM, Chapter 2-3. Ludhian: SK Kataria, and Sons, 2nd Edition 1994.(CDM Lib Access No 16038)



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Appendix-B
(Refers to Para 12 of
Joining Instructions)

ARRIVAL INFORMATION SLIP : MDP (PM)

1. Number, Rank and Name _____
2. Substantive Rank with Date _____
3. Acting Rank with Date _____
4. Mode of Travel _____
5. Flight / Train Number _____
6. Date & Time of Arrival _____
7. Mobile Number _____
8. e-mail ID _____
9. Food Habits _____
: Vegetarian/Non-Vegetarian

Dated: _____

(Signature of the Officer)



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Appendix C
(Refers to Para 12 of
Joining Instructions)

PERSONAL AND SERVICE PARTICULARS : MDP(PM)

1. Name (in Block Capitals) :
2. Personal No :
3. Rank.
 - (a) Substantive with Date : Rank_____ Date_____
 - (b) Acting with date : Rank_____ Date_____
4. Regiment/Corps/Branch :
5. Decorations :
6. Date of Commission/Seniority :
7. Date of Birth :
8. CDA/ Pay Account No :
9. Bankers& Account No :
10. Identity Card No :
11. Blood Group :
12. NoK and Relationship :
13. E mail ID :
14. Unit and Address :
15. Contact Number :
16. Academic Qualifications :

Place:

Date :

(Signature of Officer)



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Appendix D
(Refers to Para 14 of
Joining Instructions)

ROUTE MAP RAJIV GANDHI INTERNATIONAL AIRPORT TO CDM

