

SG010403: PROJECT PLANNING AND MANAGEMENT

Course type: Additional Course in Lieu of Project

Credits: 4 (for Private Registration Candidates)

Teaching hour/week: 4

Weightage: 30

Objectives

- To Understand the steps involved while preparing research projects
- To Study the ways in preparing effective project proposals and managing research works independently
- To provide Increased employability in the field of research
- To enable the detailed understanding about submitting research proposals and identifying suitable funding agencies.

Module 1: Prelude to Research Project

- 1.1. Basic concepts --Plan, project and programme, Project Planning, Proposal and Project Planning Matrix, Project cycle and Project management, Characteristics of a project.
- 1.2. Project identification- Methods and techniques of project identification, need identification, recognizing scope of the project, Feasibility study and opportunity study.
- 1.3. Basic and supportive information required for a project, Review of literature & sources, Rules governing the preparation of Project Proposal.
- 1.4. Common format of a Project proposal, preparing a concept note, writing up a detailed project proposal.

Module 2: Project Planning

- 2.1. Project planning - Identifying the Project area and target group, Determining the goals and objectives of the Project
- 2.2. Project work plan and time frame: Preparation of action plan and time schedule (GANTT charts), Assessing the feasibility and viability of the Project, Project Appraisal techniques, determining and managing risk
- 2.3. Financial Management of the Project: Identification of funding agencies- Governmental and Private
- 2.4. Preparation of Project budget: Direct and indirect costs

Module 3: Project Implementation and Management

- 3.1. Personnel: Principal Investigator, Co-Principal Investigator(s), Research Associates, Postdoctoral associates, Facilities and equipments
- 3.2. Project Management -Resource mobilization, Organization of resources, Task allocation, Coordination in project team and communication, Accountability within project, Conflict resolution, Time management, Liaison with external agencies.
- 3.3. Project Monitoring and Evaluation- Need for evaluation, General criteria for evaluation, Achievement of targets, Utilization of funds, Follow up programmes, Achievement of targets, Utilization of funds, Follow up programmes

Module 4: Project Report

- 4.1. Preparation and Submission of final project report
- 4.2. Communication and presentation of research report
- 4.3. Preparation and submission of a sample research project proposal

Essential Readings

- Bhavesh M Patel. (2000). Project Management, Vikas Publishing House Pvt.Ltd., New Delhi.
- David I. Cleland. (1995). Project Management: Strategic, Design and Implementation, McGrawHill, New Delhi.
- Joy. P.K.. 1994. Total project Management, Macmillan India Limited.
- Moshin. M.(1977). Project Planning and Control, Vikas Publishing House Pvt. Ltd.
- Nagarajan. K. (2001). Project Management, New age international (P) Ltd. New Delhi.
- Prasanna Chandra, Projects.(2002). Planning, Analysis, Financing, Implementation and Review, Tata MC Graw Hill publishing Company Ltd, New Delhi.
- Prasanna Chandra. (1980). Project Planning, Appraisal, Budgeting and Implementation, Tata McGraw Hill Publishing Company Limited, New Delhi.
- Shaghil M, Mushtaque M. (1993). Project Formulation concept and Approaches, Print Well, Jaipur.
- Vasant Desai. (1997). Project Management, Himalaya publishing house, Mumbai.

Suggested Reading

- Bell, J. 1987. *Doing Your Research Project*. London Keynes: Open University Press.
- Britha Mikkelsen. 2005. Methods for Development Work and Research, Sage New Delhi.
- David Barrat and Tony Cole. 1991. Sociology Projects - A Students' Guide: Routledge, London.
- Haltlas R.G.G and Sandra C. Mckee. 2003. Practical Project Management, Pearson Education, In(Singapore) Pvt. Ltd..
- Narayan. B. 1999. Project Management, A.P.H Publishing corporation, New Delhi.
- Partha Dasgupta, Amartya Sen and Stephen Marglin. 1972. Guidelines for Project Evaluation, Oxford & IBH Publishing Co., New Delhi.
- R.G. Ghattas, Sandra L. McKee. 2003. Practical Project Management, Pearson Education (Singapore) Pvt. Ltd., Delhi.
- Shrutika Kasor. 2003. Project Management, Sumit Enterprises, New Delhi.