



COLLEGE OF DEFENCE MANAGEMENT
GENERAL INSTRUCTIONS
MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

PROJECT MANAGEMENT (PM)
18 TO 23 AUG 2025

PART I - TRG

General

1. Management Development Programme - Project Management (**MDP - PM**) will be conducted at the **College of Defence Management (CDM)**, Secunderabad from **18 to 23 Aug 2025**.

Aim and Objectives

2. **Aim.** To expose the participants to finer nuances of Project Management enabling them to effectively plan, execute and monitor, large and medium size operational and administrative projects, using Project Management techniques.

3. **Objectives.** To provide an insight and expose the participants to the undermentioned concepts: -

- 3.1 Project formulation, planning and lifecycle.
- 3.2 Project scheduling using networks.
- 3.3 Critical Path Method (CPM) and Program Evaluation Review Technique (PERT).
- 3.4 Time estimation.
- 3.5 Microsoft Project PM software in scheduling and monitoring of projects.
- 3.6 Resource levelling and scheduling.
- 3.7 Earned Value Management System (EVMS).
- 3.8 Individual Competence Baseline (ICB) Version 4.

Qualification Requirement (QR) and Course Content

4. **Qualitative Requirement (QR).** The QR for the course is officers of the rank of **Lt Col/ Maj** or equivalent officers with 08 - 14 years service. Officers who have already attended HDMC are not eligible and **must not be detailed on the course**.

5. **Course Capacity.** The course is designed for **42** participants.

6. **Course Duration.** The duration of the MDP PM is **six days (wef 18 to 23 Aug 2025) excluding dispersal**.

7. **Working Hours.** Working hours will be from **0830 h to 1700 h** with one **hour lunch break from 1330-1430 h**.



8. **Programme.** The programme begins on the first day at **0800 h**. All officers are requested **to be seated in Chanakya Hall by 0750 h**. 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 and requisite IT skills for participants are attached as **Appendix A**.

11. **Study Material.**

11.1 CDM has a well-established College Wide Network (CWN) and virtually all aspects of the course curriculum incl day to day passage of instructions, class room teaching, submission of solutions (where required), issue of training programme are carried out online.

11.2 Reading material and General Instructions may be downloaded from CDM website at <https://cdm.gov.in>

11.3 Participants will also be issued with hard copies of handouts considered essential. **All officers are requested to carry personal Laptops with MS Project Software installed for better assimilation.**

11.4 **Library.** CDM has a vibrant and an exclusive library with a diverse collection of books and research material on various disciplines.

12 **Reading Material.** Reading material and General Instructions may be downloaded from CDM website at <https://cdm.gov.in>. Participants are requested to share their NIC mail ID (preferably) or other mail IDs on ds5.ids@gov.in (email id of Basic DS for MDP Project Management).

PART II - COORDINATION AND ADMINISTRATION

13. **Arrival / Reception / Dispersal.**

13.1 **Arrival.** Participant officers are required to report between **16 Aug 24 (AN) / 17 Aug 24 (FN)**. All participant officers are requested to fill arrival details form using link at **Appendix B** by **09 Aug 2025** positively. **Any queries can be addressed to the Course Basic DS at ds5.ids@gov.in.**

13.2 **Reception.** A reception centre will be established at CDM Officers' Mess. Upon arrival at CDM, officers are requested to report to the reception for completion of arrival formalities and for further instructions. Address of the college for arrival is: -

College of Defence Management,
Sainikpuri Post, Secunderabad,
Telangana, India - 500094



13.3 Taxi Services. 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 operated by the RTO, Meru Cab, Sky Cab apart from Ola and Uber are available at the airport. The distance from airport is approximately 45 km (1½ hr). Cab drivers may be routed towards Secunderabad – Trimulgherry - Sainikpuri route. Google Map showing route from Airport to CDM is placed at **Appendix C**.

13.4 Accommodation. All participants of the MDP course will be **accommodated** in **CDM Officers' Mess** which is located inside the College premises. List of facilities provided in the rooms is attached as **Appendix D**.

13.5 Dispersal. Dispersal from College on completion of the course may be planned only **after 1600 h on 23 Aug 24**.

14 Administration.

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

14.2 Messing. Officers will be dining at CDM Officers Mess, **Kalpavriksha** and are requested **not to carry their LRC as flat rates will be charged for dining in the CDM Officers Mess**. Bills may be paid by cash/credit/debit cards.

14.3 Financial Arrangements. Service officers are requested to draw their TA/DA in advance before coming for the course. No TA/DA will be drawn by the College.

14.4 Dress. The dress is formal open collar with full sleeves shirt and name tab (issued at CDM). **Summer** uniform will be worn on first day and last day/ or on specific occasions including course photograph, which will be specified.

14.5 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.

14.6 Medical Facilities. MI Room facilities are available in CDM premises. MI Room of No 1 EME Centre is also located very near to the College. Military Hospital, **Secunderabad** and Military Dental Centre, Bolarum is located within five kms from CDM.

14.7 Leave. No leave is permitted during the course. Only specific cases may be **considered** on extreme compassionate grounds with approval of the Commandant.

15 Sports and Recreation. CDM offers the following sports and recreational activities: -

15.1 Tennis and Squash. Tennis and squash facilities are available at CDM.

15.2 Gymnasium. A well-equipped gymnasium is available in the CDM Officers' Mess.



15.3 **Golf.** Two 18 hole golf courses, viz Bison Ecology Park and Training Area (BEPTA) and Eagle Environmental Park and Training Area (EEPTA) are in close vicinity. Participants may play by paying green fees.

15.4 **Rajendra Singhji Institute (RSI).** RSI is located about 1.5 km from the College. Officers may use facilities on cash payment basis. CDM Mess Secretary will facilitate temporary membership.

Contact Persons

16. **Training Activities.** Training Branch at CDM will coordinate all the training activities with respect to the MDP. The undermentioned officers may be contacted with respect to the training activities of the course: -

- | | | | |
|------|-----------------|---|---|
| 16.1 | Course Basic DS | - | 040-27115741
6624 (Army)
ds5.ids@gov.in |
| 16.2 | DS Coord | - | 040-27115741
6624 (Army)
dscoord.ids@gov.in |
| 16.3 | Trg Coord | - | 040-27115741
6624 (Army)
trgcoord.ids@gov.in |

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

- | | | | |
|------|----------------|---|---|
| 17.1 | Col Adm | - | 040-27111731
Army – 6615
ssoadm.ids@gov.in |
| 17.2 | AAQMG | - | 040-27111731
Army - 6617 |
| 17.3 | CDM Duty Clerk | - | 040-27111731 |

18. Other Details.

- | | | | |
|------|--------------|---|--|
| 18.1 | Postal | : | College of Defence Management
Sainikpuri PO
Secunderabad - 500 094 |
| 18.2 | ASIGMA ID | : | CDM SECUNDERABAD |
| 18.3 | Fax | : | DS Coord : 040-27115741
Col Adm : 040-27111731 |
| 18.4 | e-mail | : | ssoadm.cdmap@nic.in |
| 18.5 | CDM Web site | : | https://cdm.gov.in |



Appendix 'A'
(Refers to Para 10 of
Joining Instructions)

SYLLABUS

S No	Topic
1.	Project Formulation & Planning
2.	Introduction to Networks
3.	AOA/AON Networks & Network Analysis
4.	Time Estimation
5.	Project Management Software (Microsoft Project)
6.	Resource Levelling
7.	Crashing of Projects
8.	Earned Value Management System.
9.	Project Risk Management
10.	Military Applications of PM
11.	Individual Competence Baseline (ICB) Version 4
12.	PM Exercise - syndicate work to practice learnt skills

- **Note: - IT Skills on Basic Excel and Powerpoint expected**



Appendix 'B'
(Refers to Para 13.1 of
Joining Instructions)

[Click on the link below to fill up the arrival details form]

https://docs.google.com/forms/d/e/1FAIpQLSc0Ns0ViCUMHIQTHPfhVu0lxaELc7YbByMyr70c_c4Ue0SuyQ/viewform?usp=dialog

or Email to ds5.ids@gov.in

ARRIVAL SCHEDULE

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 Preference : Vegetarian/Non-Vegetarian

Dated:

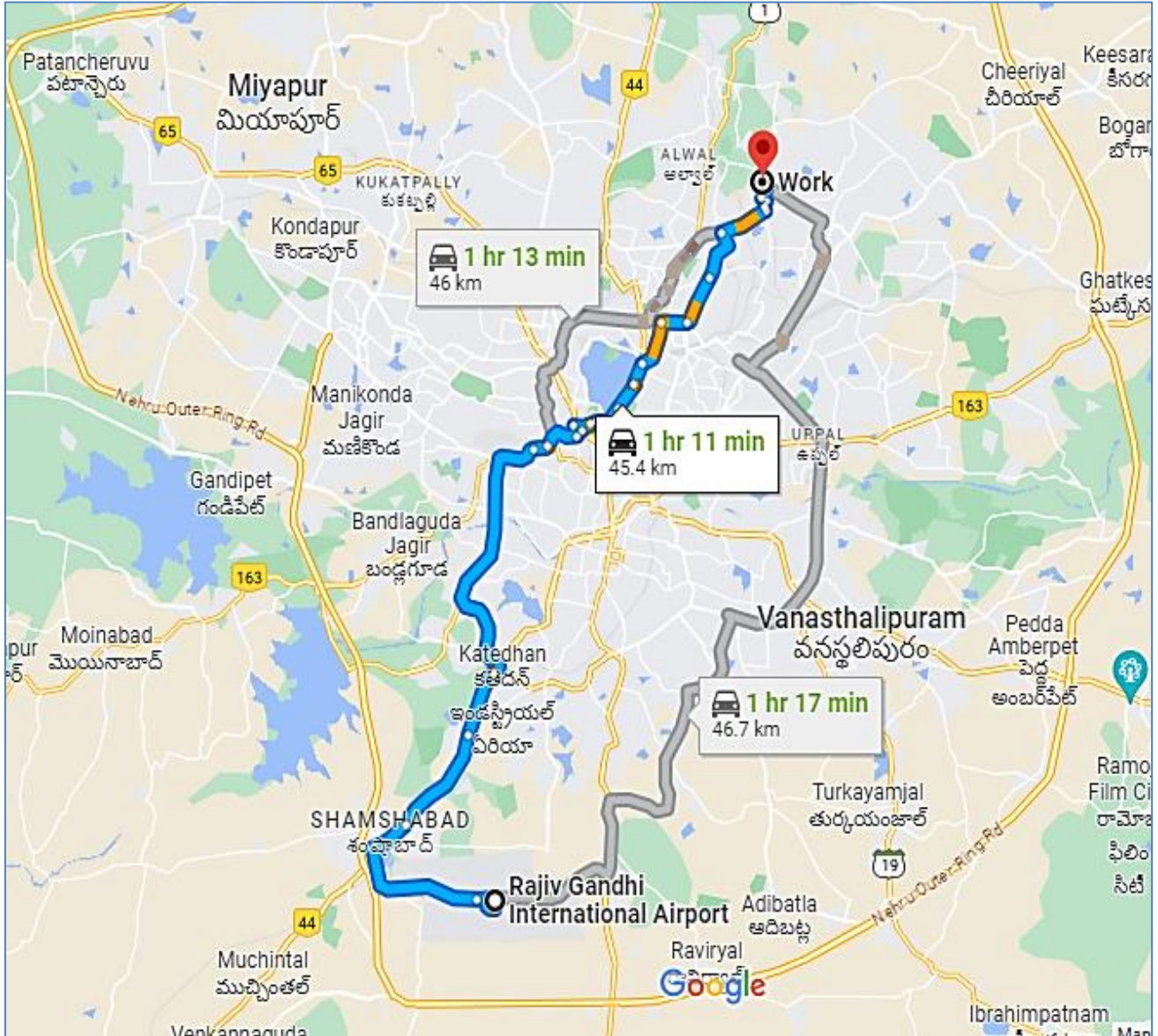
(Signature of the Officer)



Appendix 'C'
(Refers to Para 13.3 of
Joining Instructions)

MAP SHOWING ROUTE FROM RGIA, HYDERABAD TO CDM

[Google link]: <https://maps.app.goo.gl/9gyXsdEZxgVLDtcu7>





Appendix 'D'
(Refers to Para 13.4 of
Joining Instructions)

LIST OF FACILITIES AVAILABLE AT T/D ROOMS OFFICERS MESS

1. Air-conditioned bedrooms.
2. Refrigerator.
3. LCD TV with DTH.
4. Electric kettle with tea ration.
5. Electric iron with board.
6. Cloth stand.
7. Newspaper.
8. Welcome hamper.
9. Basic toiletries.
10. Laundry facilities.
11. Welcome card with important telephone numbers.