



**infini Institute of
Program Management**
Recognised centre of EAL, UK

**SHORT TERM CERTIFICATION
PROGRAMS**

**building
skills,
improving
performance**

Preface



infini Institute of Program Management Pvt. Ltd. is a companionship of Civil Engineers, experts and academicians. We aim to impart value added competency enhancement trainings to the construction personnel at all levels to transform them into professionals. We are EAL, UK recognized center, 1st in India (ID no: C 001338).

We are pleased to introduce ourselves as a premier organization in the field of Program Management training and consultancy established with the belief in the power of self-improvement. These programs aim to enhance necessary skills (Technical, Functional, Software and Soft skills) with value education to develop their competency.

Short Term Certification Programs is unique basket of specialised certification programs for civil engineers in the areas of Estimation, Planning, Project Controls & Mangemnet using MS Project, Primavera, BIM, Quality Control, MEP and for other graduates / executives in area of soft skills development and personality profiling. Main motto of these Programs is to bridge the gap between technical, software and practical skills there by making a civil engineer proficient.

infini is a platform created **“by** civil engineers, **to** civil engineers and **for** civil engineers..”



B. T. Ade

Head STCP

ME (C&M), PMP®, Microsoft Certified Professional,

Oracle Primavera EPPM Specialist

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Faculty list



B. T. Ade

18 years of experience in project execution and software training. ME (C&M), PMP®, Microsoft Certified Professional, Oracle Primavera EPPM Specialist



Vipul Patil

19 years of experience in designing, planning, project execution & management. Worked with Satish Marathe (India), Force 10 UAE (UAE), Bhavan & Galfar SAOG (Oman).



Hyacinth Arya

Facilitator and Corporate Trainer in Behavioural Science with 32 years of corporate experience at multinational Level.



Vikas Patil

Project Planning, Controlling & PMO. 19 years of experience in project execution, planning, construction & project management



Dr. Vishal Sangale

IBMS, working as Clinical Psychologist at Priyottam Brainberg Clinics having 10 plus years of research and experience in Personality grooming, Vedic psychology.



Nikhil Agrawal

11 years of professional experience in Design & detailing, Planning and Estimation, Software training. Working as Manager at Rohan Builders. Proprietor - Neev Designers.



Hemant Joshi

35 years of experience in Industrial and Residential projects. Worked as AGM Regional Quality Head in SPCL and JMC for long 11 years before retiring from professional career.



Sukrut Patwardhan

10 years of experience in Soft Skills. He is a freelancer, working as a corporate trainer, ICF Certified Leadership coach and a Content Developer.



Sameer Alone

BE Civil, ME (C&M), PhD (Pursuing)
Subject expert: Project Planning & Controls 18 years of experience – on field, teaching & training. Worked with Suzlon, Unison PMC, MIT, MITCOM. Expertise into designing of post graduate programs in construction management.

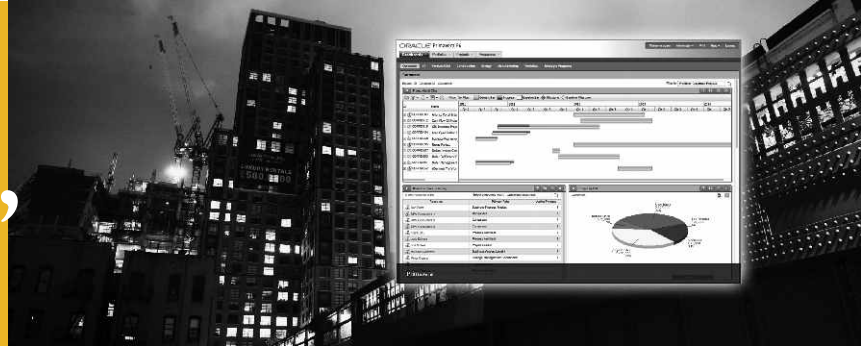
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* : Rating of each course is based on the feedback recived till Dec. 2017

Project Estimation & Planning using MS Project / Primavera

70 hrs / 80 hrs



“ Project estimator and planner can be the difference between a company winning and losing a project. Project budget and cost estimates prepared by an Estimator is used by a planner to ensure that all tasks are completed in the most efficient manner possible.

”

- **B T Ade**
Head - STCP, Infini Institute

Eligibility-

Civil / Planning Engineers, Quantity Surveyors, Project Cost Control Engineers, Project Engineers.

Basic knowledge of working on-site and project planning are necessary to get more benefit from this training. You will be logical in approach in organising project resources & dealing with the scope.

Job opportunities-

This certification opens the door for position of Project Estimator, Planner, Cost controllers and in future Project Manager after getting relevant experience.

Learning outcomes-

Upon successful completion of the program, as an Estimator you will be able to demonstrate

- Accurate reading of various drawings & use of principles of measurements
- Use of relevant code of standards
- Accurate taking-off quantities & rate analysis
- Preparation of BBS and BOQ
- Preparation of project budget, its monitoring & control
- Cash flow preparation
- Monthly RA billing, billing for subcontractors & client
- Prepare detailed reports
- Introduction to RERA
- Auto cad and Excel

As a Planner, you will be able to demonstrate

- Prepare organizational structure
- Select right project; identify project stakeholders and their requirements
- Analyze project requirements, define project scope validate and control project scope
- Create project WBS
- Develop & control project schedule, resources
- Develop budget of the project
- Monitor & control project
- Create project dash board; generate reports, and its customization
- Do earned value & variance analysis
- Learn time & cost controlling techniques
- Delay Analysis

Quantity Surveying **Estimation & Billing**

40 hrs

Estimation using **Newton's Auto Scan**

50 hrs

“ Estimation & QS studies at Infini helped me upgrade my skills, broaden my perspective and build confidence in becoming a professional Engineer. Practical based approach, new proven tools and techniques and training of latest software created the best career platform for me as a Quantity Surveyor.

”

- **Vijaykumar Kshirsagar**

Billing Engineer (Gujarat Refinery Project, IOCL), Samarth Infra Group



Eligibility-

Diploma civil with min. 1 year of experience or BE Civil or Architectural students or professionals having interest to go into Estimation, Costing & Billing area.

Job opportunities-

This certification opens the doors for positions like Quantity surveyors, Estimation engineers, Billing engineers, Cost estimators particularly in the Real Estate sector.

Learning outcomes-

After successful completion of training you will be able to demonstrate -

- Accurate reading of various drawings – architectural, RCC & working
- Use of principles of measurements
- Use of relevant code of standards
- Accurate taking-off quantities of various materials and items involved in a building project
- Rate analysis of major items & extra items / non tender items
- Introduction to RERA
- Auto cad and Excel
- Preparation of BBS and BOQ
- Preparation of project budget its monitoring & control
- Cash flow preparation
- Monthly RA billing
- Billing for subcontractors & client
- Create summaries and detailed quantity surveying reports accurately

In addition to the basic course, following additional knowledge you get in Newton's Auto Scan:

- You can use Auto Scan software for preparing BOQ reports, billing and costing. You can prepare tender works.
- Tender works, contractor bills, analysis of rates, monitoring of project in terms of quantities and costing.

Project Planning & Controlling using MS Project

BASIC 40 hrs

Project Management using MS Project

ADVANCE 50 hrs

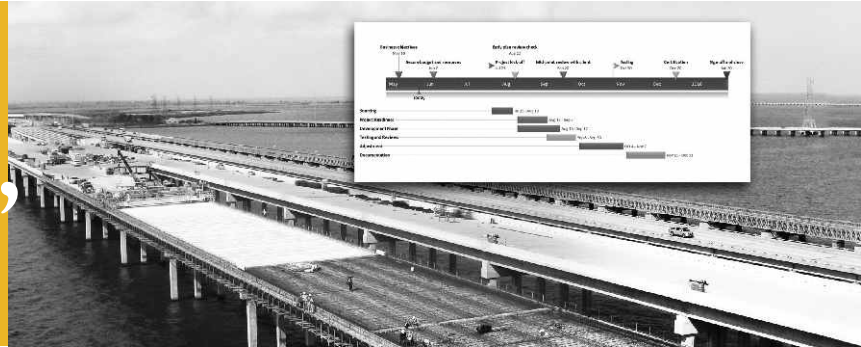
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If you fail to plan, you are planning to fail. With the strong base of Estimation & QS, planning studies helps in keeping good control on project with regards to Manpower, Material and Machinery resources.

”

- Shubham Hake

Planning & Execution Engineer, Samarth Group



Eligibility-

Basic level: Civil / Planning Engineers, Quantity Surveyors, Project Cost Control Engineers, Project Engineers

Advance level: Assistant Managers, Project / Planning Managers

Basic knowledge of working on-site and project planning & management principles are necessary to get more benefit from this training. Knowhow of MS Project and project planning fundamentals is necessary to go for advance level training.

Job opportunities-

This certification opens the door of position of Project Planner & Project Manager after relevant experience.

Learning outcomes-

- Demonstrate differentiation between project, programs and portfolios, Project Management Process
 - Identify roles of planning engineer in office and on site
 - Select right project; identify project stakeholders and their requirements
 - Analyze project requirements, define project scope, validate and control project scope
 - Create project WBS
 - Identify Project activities; define activity resources and estimate durations
 - Develop & control project schedule
 - Develop budget of the project
 - Monitor project, control project
 - Create project dash board; generate reports, and its customization
 - Learn handling multiple projects by exchanging data
- Advance course-following topics will be covered**
- Learn technique of saving time with Macros
 - Do earned value analysis
 - Do variance analysis
 - Learn time management techniques
 - Learn cost controlling techniques
 - Understand reporting & and closing projects
 - Delay Analysis

Project Planning & Controlling using Primavera P6

BASIC 40 hrs

Project Management using Primavera P6 Professional

ADVANCE 50 hrs

Project Management using Primavera P6 Web

ADVANCE 80 hrs

“It's easy and effective way to plan, execute & track the right projects. Knowledge built confidence into me to work as a professional planning & execution engineer & it is helping me control entire project.

”

- Kumud Sonawane

Planning Engineer, Krishna Associates

**Eligibility-**

Basic level: Civil / Planning Engineers, Quantity Surveyors, Project Cost Control Engineers, Project Engineers

Advance level: Assistant Managers, Project /Planning Managers

Basic knowledge of working on-site and project planning & management principles are necessary to get more benefit from this training. Knowhow of Primavera P6 Professional Fundamentals is necessary to go for advance level training.

Job opportunities-

This certification gives you opportunities to work as Project Planner, Controller & Project Manager after relevant experience in MNCs.

Learning outcomes-

Upon successful completion of the program, you will able to -

Details of P6 Basic level training:

- Understand data structures & create a project
- Create a WBS
- Add activities& create relationships
- View calendars & schedule project
- Assign constraints
- Format schedule data
- Define & assign roles and resources
- Analyze resources
- Optimize the project plan
- Execute the project
- Create reports

Details of P6 Professional training:

- Analyze resources and roles
- Use the assignments window
- Use timescaled logic diagrams
- Analyze resources
- Bucket planning
- Level resources
- Use earned value
- Calculate percent complete
- Use advanced scheduling techniques

Details of P6 Web training:

- Use advanced scheduling techniques
- Analyze portfolio performance
- Manage multiple projects
- Create resource teams
- Use high-level resource planning
- View portfolio performance & management
- Use resource leveling
- Risk Analysis
- Portfolio Analysis
- Dashboards

Project Management Professional (PMP)[®]

40 hrs

“Getting PMP certified has certainly helped me gain deep insight into strategic project management. Putting PMP after my name in my email signature has given me some extra credibility when dealing with clients, and has also sparked discussions about project management with my peers. And looking back, I am proud of the time and effort that I spent preparing for and passing the PMP examination.

- **Vikas Patil**

PMP[®], Sr. Planning Manager, Galfar SAOG, Oman

”



PMP[®]

THE NEXT STEP IN YOUR CAREER

Eligibility-

The PMP[®] certification is an essential professional requirement for project manager roles across all industries. The course is best suited for: Sr. Engineers, Project Engineers, Assistant Project Managers, Project Managers, Software Developers and any professional aspiring to be a Project Manager. For eligibility criterias, please visit at www.pini.org

Benefits of PMP[®] certification-

- Makes you aware of the best practices followed in Project Management
- Shows your commitment towards project management profession
- Acts as a qualification criteria for top paying Project Management jobs
- Recognizes your knowledge, skills, and abilities globally
- Contribute towards improving organizational processes
- Earn 20% more than non certified peers
- Brings challenging projects
- Sets you apart

PMP[®] certification add weightage to your resume and you will be preferred as a project manager. Today's complex business and environment demands project professionals versed in the multiple approaches during successful business outcomes. PMP[®] will help you build competency that enable the right approach for the right project.

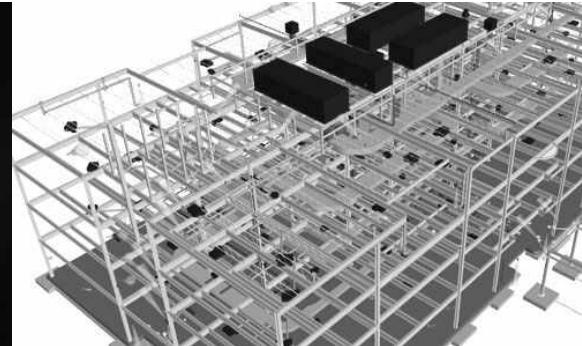
Learning outcomes-

- By the end of this PMP[®] training, you will.
- Learn the 10 project management knowledge areas, including integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder management.
- Develop the skills of implementation of standard processes and practices to be successful in your projects.
- Able to demonstrate a strong commitment to the project management profession.
- Acquire the relevant knowledge and skills required to pass the PMP[®] certification exam.
- Become an efficient project manager and become a valuable member of a project management team.

Certified Associate in Project Management (CAPM)[®]

35 hrs

PMI's Certified Associate in Project Management (CAPM)[®] certification provides you with a globally recognised project management credential. Your CAPM[®] certification will automatically indicate to prospective employers that you are well versed in global project management processes and terminology. This certification will validate your fundamental knowledge of project management and its processes.



Eligibility-

The CAPM[®] training program is ideal for professionals seeking to raise their skill sets to a new level in the growing field of project management. This certification is best suited for: Engineers, Project associates and executives, and any professional aspiring to start a career in project management. For eligibility criterias, please visit at www.pini.org.

Benefits-

- Career incentives
- Opportunities around the world
- Salary increment
- Personal growth
- Expected job profiles

Among other things CAPM[®] will equip you with:

- Skills to initiate a project
- Project preparation and planning proficiency
- Executing, monitoring, controlling and completing a project
- Estimating activity costs
- Planning for quality at every stage
- Performing quality assurance
- Hiring, leading and managing a project team
- Foreseeing and planning for the unexpected

CAPM[®] is a credential that offers a recognition to professionals who are looking to enter the project management domain. Offered by the Project Management Institute (PMI)[®], this credential certifies that a professionals has thorough knowledge of the methods and principles that are defined by the PMBOK[®] 6th edition and all the standard project management practices recognized internationally.

Learning outcomes-

By the end of this CAPM[®] training, you will:

- Learn the 10 project management knowledge areas, including integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.
- Develop the fundamentals of implementing standard processes and practices to be successful in your projects
- Able to demonstrate a strong commitment to the project management profession
- Acquire the relevant knowledge and skills required to pass the CAPM[®] certification exam
- To become an efficient project manager and become a valuable member of a project management team

Building Information Modeling

Revit Architecture	40 hrs	MS Project / Primavera	25/35 hrs
Revit Structure	20 hrs	BIM using Nevisworks	15 hrs
Revit MEP	20 hrs	BIM for Construction Management	120 hrs

“ BIM – Need of an hour Project Managers are liable to handle frequent changes in the project scope. Success lies on how best they handle these changes & resolve process clashes. Undoubtedly BIM brings a complete transformation by helping a project move from the design desks to physical reality. It brings operational efficiency by helping prune redundant data, erase communication lag, maintain updated information, improve coordination. ”



Eligibility-

The course is suited for all members of the Architecture, Engineering, Construction, Asset Management, Interior designers and Property Development Industry. Basic understanding of project planning, execution and MEP work is necessary for more benefit and quicker learning.

Job opportunities-

Individual certification in Revit Architecture / Structure / MEP will open the door of Revit analyst, MEP analysts while full course of BIM helps open door of BIM Modeler, BIM Expert and BIM Analyst.

Benefits of BIM-

- Improves productivity and reduces cost
- Decreases reworks
- Enhances customer satisfaction
- Enables easy conflict resolutions
- Helps schedule the construction process
- Allows improved coordination & better management
- Gives visual access to building information
- Gives complete project snapshot
- Repair, renovation and refurbishment becomes easy
- Supports detailed documentation
- BIM can be leveraged for sustainability

Learning outcomes-

- Upon completion of course, one can
- Prepare 3D and 4D models
- Audit, check and review models
- Manage teams and projects
- Prepare BIM Execution Plan (BEP)
- Design project model
- Space planning & area analysis
- Prepare perspectives
- Create walkthroughs
- Construction scheduling
- Site utilization planning
- Detect internal and external clashes
- Identify time based clashes
- Cost estimation



Training Partner

Construction Quality Control

35 hrs

“It's a challenge for a Project Manager to maintain balance between project cost, time and quality. It is possible to have high quality and low project cost, but at the expense of time, and conversely to have high quality and a fast project, but at a project cost!”



Eligibility-

Civil Engineers, Project Engineers. Having basic knowledge and experience of execution processes / work methods, do's and don'ts, checking/ supervision is an added advantage.

Quality Controller Duties-

- Prepare project Quality Plan
- Perform all daily inspection and test
- Site surveillance for quality & workmanship
- Carry out inspection and checking for all quality
- Develop method statement
- Resolve quality problems
- Closure of non-compliances
- Monitor Quality Management System
- Prepare QA-QC reports
- Carry out internal audit
- Optimize cost
- Cost of poor quality in construction

Learning outcomes-

Upon successful completion of the program, you will able to

- Coordinate all site inspections with the site subcontractors
- Prepare inspection reports and verify documents are current status for compliance
- Ensure all work is correctly prepared prior to any inspection being undertaken
- Assist the site QC manager in the organisation, maintenance and control of the quality system
- Liase with the site construction engineers and provide assistance when requested
- Prepare nonconformance reports and assist in developing corrective actions
- Find the root cause of problems.
- Assist in resolving any discrepancies and ambiguities
- Coordinate with the customers QC inspectors for the resolution of site problems
- Assist the site subcontractors in the resolution of drawing interpretation
- Attend the weekly QC meetings
- Review work procedures and method statements for compliance with good work practices
- Issue nonconformance, and coordinate its closure

Soft Skills Courses

For Students / Fresh enigneers & Working professionals with 1 to 5 yrs of experience

Effective Communication	2 days	Interpersonal Skills	1 day
Campus to Corporate / Interview Skills	1 day	Stress management	1 day
Vision Building	2 days	Transformational Coaching Program	3 days
Time Management	1 day	Sales Mastery	1 day
Team Building and Leadership	3 days	Customer service excellence	1 day
Work Ethics & Corporate Etiquettes	2 days	Soft Skills Crash Course	5 days
Getting ready for Dream job	1 day	Business English Proficiency	5 days
Presentation Skills	2 days	Soft Skills Training Program (Full Package)	10 days

For any working professional (5 to 10 years of experience) and Faculties

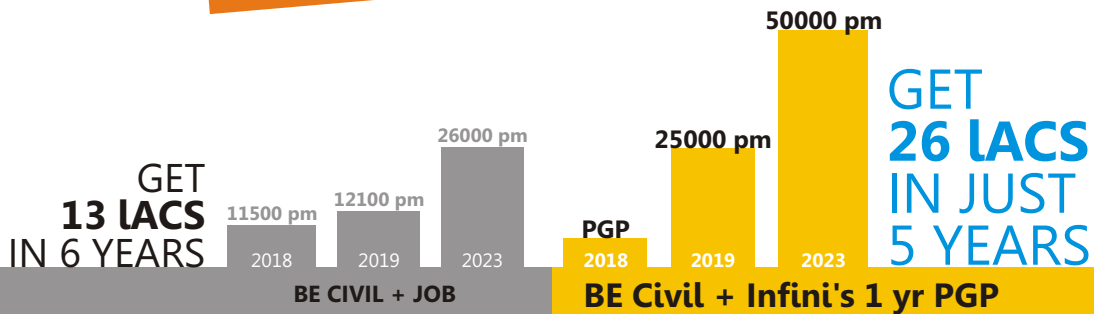
Leadership & Management	2 days
Time Management, Planning & Prioritization	2 days
Emotional Intelligence & Work Ethics	2 days
Negotiation Skills: Progressive Change & Exchange Task	2 days
Leadership Management: The Upward Change	2 days
Team Management: Changed Approach	2 days
Time Management: An Improved Employee	2 days
CRM through SRM: Personal Turn Around Change	2 days
Personality Development : Sales & Marketing	2 days

MDPs for Managers (Tailor made & Onsite training)

Communication for Managers	1 day
Team Building using Theater Technique	2 days
Business Process Re –Engineering	1 day
Team Management and Conflict Resolution	2 day
Change Management	1 day
Material Management – Lean and JIT Manufacturing	1 day
Total Quality Management	1 day
Project Time Management System	1 day
Emotional Intelligence in Leadership	2 day
Self Management and Employee Engagement	1 day



infini's flagship program



Highlights

- 100% Placement
- International certification
- International internship
- Sandwich pattern (3 days on site in a week)
- Hostel, 100% education loan

Shortest Path to highest career

1 Yr PGP in Construction Project Management

Jan & July Batches in a year

35 seats per batch

infini Institute, Pune

7720075762 / 64

www.infinisolutions.in



Infini Highlights:

- Expert trainers from Civil Engineering Industry
- Practical approach, live case studies & assignments
- Hands on experience to confidence building
- Site visit for actual implementation of fundamentals
- Flexible timings as per job requirement
- Small batch size (up to 10) for better understanding Kothurd and Sahakarnagar campus
- Tailor made programs to suite requirement of job profile
- Internationally recognized centre of EAL, UK
- Placement support for better options
- 1 month free support after completion of program
- Third party evaluation for industry feedback
- 10% Discount for infini student for successive training
- Course materials / manuals
- Hostel accommodation



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