

RFP for Case Writing – 2013

PMI India is pleased to announce its 2013 Request for Proposals (RFP) for Case Writing funding on topics related to project, program, and portfolio management (PPPM). PMI India wishes to support the writing of India-specific cases in the realm of PPPM with a rationale to develop case-material with an in-depth understanding of the local business environment, and address associated business and managerial issues confronting project stakeholders. The objective is to generate a substantial body of compelling cases (with teaching notes), relevant to Indian businesses. The ultimate goal is to provide curricular tools to educators and trainers so that PM education and training can be enhanced in the country.

We encourage case writing in the following priority sectors

1. Infrastructure (Buildings, Housing, Transportation, Energy, Water Management, Telecommunications, Solid Waste Management etc.)
2. Pharmaceuticals
3. Aerospace and related
4. Information Technology
5. Social Sector
6. Others (Please specify)

The case writing must focus on one or more of the following knowledge areas

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communication Management
8. Project Risk Management
9. Project Procurement Management
10. Project stakeholder Management

In addition to the above, proposals can also include related areas such as Contract management, Project Financing, Change Management, Requirement Management, Complexity of Project, New Product Development, Program Management & Portfolio Management.

Case may fall under one of the following the two categories:

- Completed projects where secondary data is available in the public domain, or
- Live projects or projects which are currently running where cases can be developed phase-wise so that practitioners can learn lessons from each phase

Guidelines for Submission of Proposals

Eligibility

Faculty and researchers from recognized colleges/institutions and non-profit research centres and in-company training institutes are eligible for PMI India sponsored research funding. Independent consultants or consulting firms and other for-profit enterprises are ineligible. No grants are made to individuals. Doctoral students are ineligible for this funding. However, students may be members of the research team but cannot be principal investigators. Consultants and practitioners may be members of the research team, but cannot be principal investigators unless they have an academic appointment at a college/institution. Consultants and practitioners who do not hold a college/institution appointment may be paid as independent contractors by the college/institution receiving the grant.

Please Note : The receiver of the grant has to sign an Agreement which is described on Page 3 of this document

How to submit

The proposal submission is to be done in the following format:

1. Completed PMI India Sponsored Case Writing Program 2013 Proposal Form. ([Annexure 1](#))
2. A detailed proposal ([Annexure 2](#)) which should include:
 - a. Project Case title and background
 - b. Specific Aims of the Case Writing

- c. Case Development Process or approach to be adopted
 - d. Preliminary Analysis Plan
 - e. Expected Deliverables
 - f. Schedule of Activities and Estimated Completion Date
3. Completed Budget Form ([Annexure 3](#))
4. Letter of Support from the subject Organization/ Project Stakeholder(s) from the project on which the Case is proposed to gain permission to write a case for submission to PMI India and for the subsequent release and distribution of the same (exempted if the Case writer proposes to use only published secondary data or data available in the public domain and is not planning to seek information/data from Organization/Project Stakeholder(s)).
5. One-Page Biographical Sketch of Each Case Author (Please use one page biographical sketch of Principal investigator and co-investigators, if any.)

Proposal Submission must be in the form of PDF documents. The documents should be scanned and sent electronically. Only electronic submissions will be accepted. The submission should include all the items listed in S. No 1 to 5 above. Incomplete or partial submission will not be allowed.

For Enquiries or for submission of documents, please write to: casewriting@pmi-india.org

Review Process

Proposals are reviewed by an Expert Committee formed by PMI India. Reviews will be based on the following criteria:

1. Learning objectives of the case and its significance to the field of project management
2. A methodological approach and its relevance to the case
3. Experience and qualifications of the project team

After the proposal is approved by the Expert committee, the Principle Case Author will be notified.

The decision of the Expert Committee will be final. An explanation/feedback will not be given to the proposers whose funding requests are not accepted by the committee.

Timelines

This year's call for proposals for funding opens on 11th November 2013 and closes on 31st January 2014. Those proposals selected will be notified by 14th February 2014. Funded projects will begin on 1st March 2014.

Other Information

Funding will be for projects in India only and a maximum limit for funding will be INR 1 lakh or INR 3 lakh per proposal depending upon the category.

Agreement

The parties to the Agreement are PMI Organization Centre Pvt Ltd and the college/institution with which the Principal case author is affiliated. No grants are made to individuals. When multiple

authors from different colleges/institutions jointly submit a proposal for Grant, the parties to the Agreement will still be PMI Organization Centre Pvt Ltd and the college/institution with which the Principal case author is affiliated. The Principal case author's college/institution will be responsible for executing sub-contracts (if deemed necessary) with the colleges/institutions of co-authors on the case writing grant.

All case writing grants begin only after signing of the Agreement. Please write to casewriting@pmi-india.org for an Agreement template.

Deliverable

The final deliverable is the Case along with Teaching Notes which is suitable for publication. Additionally some successful case authors will be invited to present their findings. All cases submitted under the above funding will be governed by the case writing Agreement.

Suggestions on Case Development Process

Case writing is a well-established field with numerous guidelines and best-practices available globally. PMI India recommends that proposers review available guidelines and adopt the best practices as suited for their proposal. As a starting point proposers may review the following guidelines available online.

<http://www.ecch.com/educators/>

<http://tinyurl.com/7w873ot>

Items to be submitted before 31st January 2014

1. Completed Case Writing Proposal Form
2. Detailed proposal
3. Completed Budget Form
4. Letter of support
5. Biographical sketch of each author

Case Writing Proposal Form 2013 (Annexure 1)

Complete the Form along with the attachments as described in the guidelines

1. Project Case Title

2. Principal Case Author

Designation

Institute

E-Mail

Address

City Postal Code

Tel:

Country

Fax

Mobile

3. Co-author(s) [1]

Name

Designation

Institute

4. Co-author(s) [2]

Name

Designation

Institute

5. Case Synopsis (maximum 100 words)

6. Learning / Teaching Objectives (maximum 50 Words)

7. Knowledge Areas (Please tick as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Project Integration Management | <input type="checkbox"/> Project Human Resource Management |
| <input type="checkbox"/> Project Scope Management | <input type="checkbox"/> Project Communication Management |
| <input type="checkbox"/> Project Time Management | <input type="checkbox"/> Project Risk Management |
| <input type="checkbox"/> Project Cost Management | <input type="checkbox"/> Project Procurement Management |
| <input type="checkbox"/> Project Quality Management | <input type="checkbox"/> Project stakeholder Management |

8. Other Areas (Please tick as applicable)

- | | |
|---|--|
| <input type="checkbox"/> Contract Management | <input type="checkbox"/> Complexity of Project |
| <input type="checkbox"/> Project Financing | <input type="checkbox"/> New Product Development |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Program Management |
| <input type="checkbox"/> Requirement Management | <input type="checkbox"/> Portfolio Management |

9. Sectors (multiple selections allowed)

- Infrastructure (Buildings, Housing, Transportation, Energy, Water Management, Telecommunications, Solid Waste Management etc.)
- Pharmaceuticals
- Aerospace and Defence
- Information Technology
- Social Sector
- Others

Signature of the Principal Case Author

Signature Of Institute Authority

Date:.....

Name of Institute:.....

Title:.....

Detailed Proposal Form 2013 (Annexure 2)

Project Case title and background

Specific Aims of the Case Writing

Note: Please use additional pages if required.

Case Development Process or approach to be adopted

Preliminary Analysis Plan

Note: Please use additional pages if required.

Expected Deliverables

Schedule of Activities and Estimated Completion Date

Note: Please use additional pages if required.

Budget Proposal Form 2013 (Annexure 3)

Project Case Title:

Principal Case Author :

S.No	Budget Head	Funding Required (INR)	Remarks
1	Technical assistance		
2	Consumables		
3	Travel Costs		
4	Institutional Overheads		
5	Software		
6	Contingency		
7	Others (Please specify)		

Note: If you would like to include additional remarks, please feel free to add a page to the document

Total PMI India Funding Request, Amount in INR:

Remarks

- 1 The case may fall under two categories:
 - Completed projects where secondary data is available in the public domain
 - Live projects or projects which are currently running where cases can be developed phase-wise so that practitioners can learn lessons from each phase
- 2 Budget requests for critical incidents or issue based cases cannot exceed Rs 100,000 and the budget for comprehensive cases may not exceed Rs 300,000. The Committee may request further justification for the budget. The final budget sanctioned will be decided by the Expert Committee who will review the proposal and their decision will be final.
- 3 Case Writing Grants will be given only after signing the agreements/documentation
- 4 A percentage of the of the approved budget will be paid after signing the Agreement as decided by the Expert committee. The balance will be paid after substantial progress is demonstrated and will be based on crossing predetermined milestones .
- 5 Payments will be made by PMI India in the name of the college/institution and not in the name of individuals.
- 6 Grantees may be required to submit supporting expenditure documents.
- 7 Grants will be subject to tax deductions as applicable.