MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

www.mits.ac.in

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
NAAC Accredited with A+ Grade, NIRF India Rankings 2022 - Band: 251 - 300 (Engg.)
NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA

A Report on

Guest Lecture titled "Report Writing and Project Management"

Organized by

Department of Management Studies - MITS

Date: 09.12.2024

Time: 2 PM to 3 PM

Organized & submitted by: Dr. Akhilesh Kumar and Department of Management Studies – MITS

The Department of Management Studies has organized a guest lecture on "Report Writing and Project Management" for MBA I year students. Dr. B. Rajesh Kumar assistant professor at department of management studies MITS has invited to deliver a guest lecture. The resource person has touched upon the following topics one by one manner.

The session was started with the introduction of the resource person Dr. B. Rajesh Kumar briefly to the students by Mr. Akhilesh Kumar, Assistant Professor, Department of MBA MITS, and requested them to learn importance of report writing for better career growth.
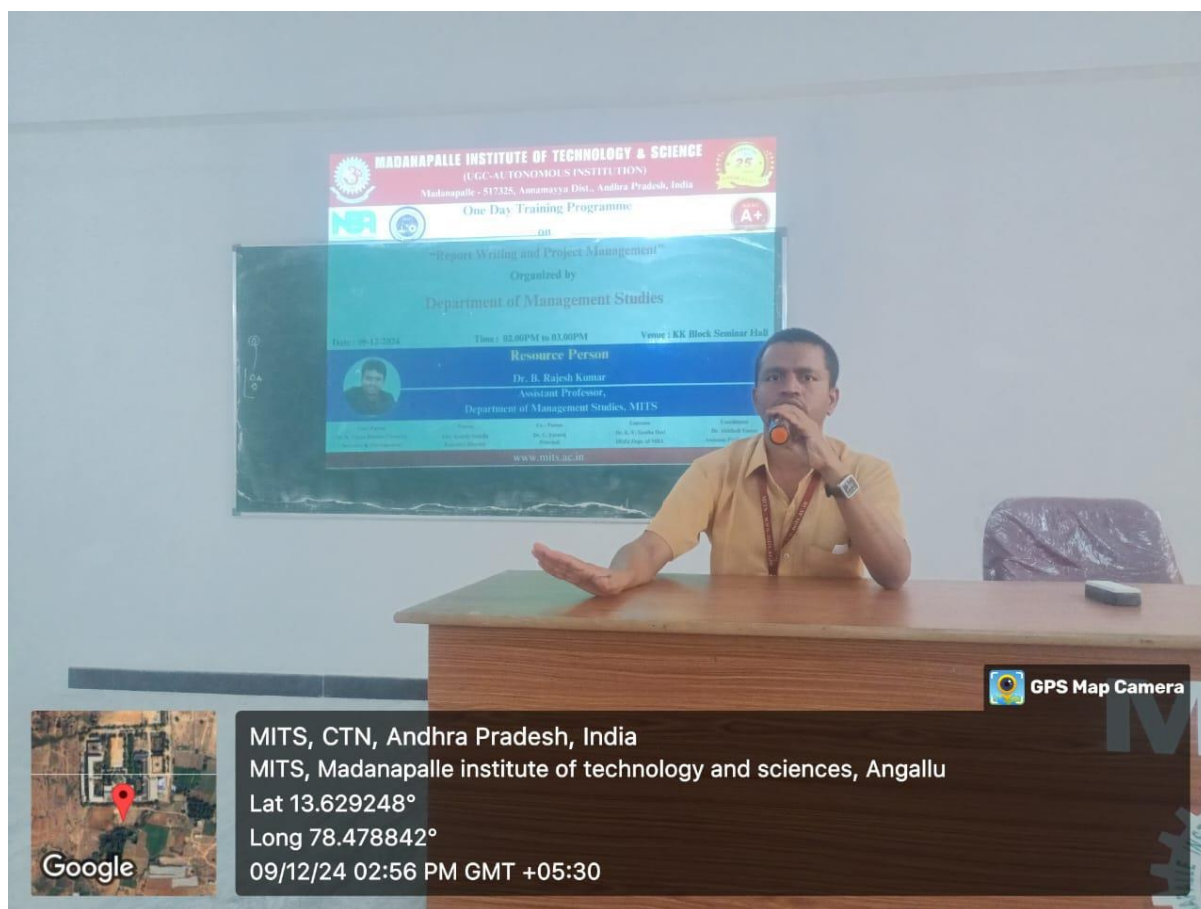
❖ Introduction of Report Writing and Project Management to students

The speaker introduced the programme on Report Writing and Project Management aimed to enhance participants' skills in crafting professional reports and managing projects effectively. This report summarizes the programme's objectives, key activities, outcomes, and recommendations for future iterations.

MITS, Angallu, Andhra Pradesh, India
MITS - Madanapalle institute of technology and sciences, Angallu, Andhra Pradesh 517352, India
Lat 13.630325° Long 78.478071°
09/12/24 02:42 PM GMT +05:30

❖ Importance of Report Writing and Project Management:

Speaker briefed importance of writing and project management as follows:

• **Effective Communication:** Reports allow clear and concise communication of findings, ideas, and progress. They are essential in presenting technical or business information in an understandable format.

• **Documentation and Record-Keeping:** Reports act as formal records of activities, decisions, or research, ensuring data is preserved for future reference.

• **Decision-Making:** Well-written reports provide critical insights and analysis that help stakeholders make informed decisions.

• **Accountability:** Reports ensure transparency, holding individuals or teams accountable for their work and results.

❖ Relevance for MBA Students

➢ Relevance of Report Writing

- **Professional Communication:** MBA students are often trained in clear and concise communication, essential for drafting reports such as feasibility studies, market research, financial analyses, and business proposals.
- **Decision-Making:** Reports are critical tools for decision-making in organizations. MBA students learn to create reports that provide structured data, insights, and actionable recommendations.
- **Stakeholder Management:** Reports are often used to communicate with stakeholders, including clients, team members, or senior management, and must be tailored to their needs.
- **Academic and Practical Applications:** During an MBA program, students work on case studies, research papers, and project submissions that mimic real-world business scenarios.

Skillsets Developed:

- Analytical Thinking
- Structured Formatting
- Data Visualization
- Business Writing

➢ Relevance of Project Management

- **Leadership Training:** MBA programs emphasize leading teams, managing resources, and ensuring the completion of projects within constraints of time, budget, and scope.
- **Strategic Planning:** Project management involves setting clear objectives, creating detailed plans, and aligning them with organizational goals, a skill nurtured during MBA coursework.
- **Cross-Functional Collaboration:** Many projects in business span across functions like marketing, finance, and operations. MBA students are trained to coordinate and manage these intersections effectively.
- **Problem-Solving and Adaptability:** Handling risks, challenges, and changes in a project is a core aspect of MBA training.

Skillsets Developed:

- Resource Allocation
- Risk Management
- Communication and Conflict Resolution
- Time and Budget Management

After the completion of the session, students actively participated in question-and-answer session and students have clarified their doubts regarding report writing and project management.

Outcome of the session:

The session helped the students in enriching the knowledge about report writing and project management that will help them to prepare various reports of projects.