

RESEARCH EXPERTS OF TANZANIA (RET)



EXECUTIVE TRAINING ON MANAGEMENT OF PROJECTS USING MICROSOFT PROJECT PRO 2019 SOFTWARE

DATES

OCTOBER 20 – 23, 2020

WHERE

ST GASPAR CONFERENCE
CENTRE

RESEARCH EXPERTS OF TANZANIA LIMITED
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OVERVIEW	<ul style="list-style-type: none"> ❖ Today’s organizations enjoy more convenience and produce better-quality outputs with their projects through the help of project management tools. The challenge, however, is in choosing the right software that has features to meet the requirements of PM standards. Many experts know that there is no one-size-fits-all software which makes choosing more difficult. However, among the most popular choices, today is Microsoft Project Professional 2019. ❖ Microsoft Project Pro 2019 is the right tool for the management of projects and has powerful features such as “work breakdown structure” (WBS). Project managers can split the project into a whole series of tasks, with all resources (work, materials and costs) attached to each task and link them according to inter-dependencies among the tasks. Moreover, the project manager and other supporting staff can track the progress of the project by feeding each activity with the right quantity of resources used at the right time. ❖ New features of Microsoft Project Pro 2019 software include the capability to enter actual quantities of materials, work hours and costs, linking tasks with a drop-down menu, viewing task summary names, labelling timeline bars and accessibility improvements. Therefore, project managers can easily track the physical progress of the project anytime ❖ MS Project Pro 2019 is a project management software designed to aid planning and execution activities of the project. This includes scheduling, managing resources effectively, monitoring progress, evaluating workloads pertinent to a project and performing earn value analysis (ENA) to indicate if the project is on schedule and or on budget performing according to planned schedule and budget.
OBJECTIVE	<ul style="list-style-type: none"> ❖ The overall aim of the training course is to equip the participants with relevant knowledge and skills to manage projects effectively in terms of cost, time, resources and quality by using Microsoft Project 2019 Pro Software
OUTCOMES	<p>After completing this course, participants should be able:</p> <ul style="list-style-type: none"> ❖ Understanding various types of projects; ❖ Create and define projects; ❖ Create activities of the project using WBS technique, estimates activity duration and establish activity dependencies ❖ Setting up the project file in MS Project Pro 2019 software; ❖ Create activities/tasks, linking them and setting activity’s calendars & constraints ❖ Assign resources to tasks, assigning overtime to work resources ❖ Analyze resource utilization and levelling resources; ❖ Tracking the project by updating real project schedule and actual resources, report progress, customize and format project views; ❖ Understanding and perform earned value analysis (EVA) ❖ Create project reports that analyze the project, resource, task data, work and costs
METHODOLOGY	<ul style="list-style-type: none"> ❖ The training will be participatory and full practical oriented (group works and discussions) with very limited lecturing on Power-Point.

	<ul style="list-style-type: none"> ❖ Participants will be provided with Laptop and activated MS Project Pro 2019 Software to work in hands-on practical with trainers
DATE AND VENUE	<ul style="list-style-type: none"> ❖ The training will be held for 4 days from 20-23 October 2020, from 08:30 to 16:00 every day ❖ Training will take place at St. Gaspar Conference Centre – Kisasa Dodoma. For more information regarding the training contact us via +255 765 825550 or email: info@researchexperts.co.tz
TRAINERS	<ul style="list-style-type: none"> ❖ The Training will be facilitated by highly experienced research expert and consultant from RESEARCH EXPERTS (T) LIMITED, Mr Andrew Kagwa (0787-348005 (https://www.linkedin.com/in/andrewrkagwa/)). ❖ Eng. Joseph M. Ngowi MEM & B.Sc. Mechanical Engineering; Project Management, Monitoring & Evaluation Expert with 10 years' experience in project management and M & E
TARGET GROUP	<ul style="list-style-type: none"> ❖ Managing directors, Project Managers, M & E officials, Engineers, Supervisors and Heads of Section, Quality Control Units and individuals who are interested to develop their careers and expertise in Microsoft Project; ❖ Project planners and researchers, consultants and contractors who need a detailed Gantt chart for their clients in bidding documents
ACCREDITATION	<ul style="list-style-type: none"> ❖ The training has been accredited 19 professional development units (PDUs) by Engineers Registration Board (ERB) ❖ Participants will be eligible to score 19 PDUs immediately after training..
FACILITIES PROVIDED & AWARDS	<ul style="list-style-type: none"> ❖ Brand new laptop intel core i3 RAM 4GB with 1TB capacity ❖ Windows 10 Pro activated with genuine lifetime licenses ❖ Ms Project Pro 2019 with activated genuine lifetime license ❖ Free PM Book 6 ❖ RET MSP training and MS Project 2019 manual ❖ Certificate of attendance
FEE, ENROLMENT & PAYMENT	<ul style="list-style-type: none"> ❖ Training fee TZS 1,500,000/= (One million five hundred thousand only) per person to be paid through our Bank CRDB account No. 0150396237500 name "RESEARCH EXPERTS OF TZ LTD" before 16 October 2020. This fee covers facilitation, new laptop, genuine software Windows 10 Pro & Project Pro 2019, conference services, learning materials and certificates ❖ If you have own windows Laptop, Pay TZS 500,000/=only. This fee covers items stated in bullet above except brand new laptop & windows 10 ❖ You can enroll and pay directly with master/visa card/PayPal via our website under events menu or link
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ❖ If you need additional information please contact us via mobile number 0765 825 550, email: info@researchexperts.co.tz
Our Socio Media:	
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