

# RESEARCH EXPERTS OF TANZANIA (RET)



## **PROFESSIONAL TRAINING ON MANAGEMENT OF PROJECTS USING MICROSOFT PROJECT PRO 2019 SOFTWARE**

### **DATES**

DECEMBER 15 – 18, 2020

### **WHERE**

AFRICAN DREAMS CONFERENCE  
CENTRE, DODOMA

**RESEARCH EXPERTS OF TANZANIA LIMITED**

P.O. Box 24831, Dar es Salaam - TANZANIA

**Address: Opposite Mliman City Mall**

**Mobile No: + 255767348005/ 0784230432**

**Email: [info@researchexperts.co.tz](mailto:info@researchexperts.co.tz)**

**Website: [www.researchexperts.co.tz](http://www.researchexperts.co.tz)**

<b>OVERVIEW</b>	<ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ 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.</li> <li>❖ 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</li> <li>❖ 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.</li> </ul>
<b>OBJECTIVE</b>	<ul style="list-style-type: none"> <li>❖ 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</li> </ul>
<b>OUTCOMES</b>	<p>After completing this course, participants should be able:</p> <ul style="list-style-type: none"> <li>❖ Understanding various types of projects;</li> <li>❖ Create and define projects;</li> <li>❖ Create activities of the project using WBS technique, estimates activity duration and establish activity dependencies</li> <li>❖ Setting up the project file in MS Project Pro 2019 software;</li> <li>❖ Create activities/tasks, linking them and setting activity's calendars &amp; constraints</li> <li>❖ Assign resources to tasks, assigning overtime to work resources</li> <li>❖ Analyze resource utilization and levelling resources;</li> <li>❖ Tracking the project by updating real project schedule and actual resources, report progress, customize and format project views;</li> <li>❖ Understanding and perform earned value analysis (EVA)</li> <li>❖ Create project reports that analyze the project, resource, task data, work and costs</li> </ul>

<b>METHODOLOGY</b>	<ul style="list-style-type: none"> <li>❖ The training will be participatory and full practical oriented (Individual works and discussions) with very limited lecturing on Power-Point.</li> <li>❖ Participants will be provided with Laptop and activated MS Project Pro 2019 Software to work in hands-on practical with trainers</li> </ul>
<b>DATE AND VENUE</b>	<ul style="list-style-type: none"> <li>❖ The training will be held for 4 days from 15-18 December 2020, from 08:30 to 16:00 every day</li> <li>❖ Training will take place at African Dreams Conference Centre –Dodoma. For more information regarding the training contact us via +255 765 825550 or email: <a href="mailto:info@researchexperts.co.tz">info@researchexperts.co.tz</a></li> </ul>
<b>TRAINERS</b>	<ul style="list-style-type: none"> <li>❖ Eng Andrew Kagwa highly experienced (11 years) researcher, PM expert and consultant from RESEARCH EXPERTS (T) LIMITED, (<a href="https://www.linkedin.com/in/andrewkagwa/">https://www.linkedin.com/in/andrewkagwa/</a>).</li> <li>❖ Eng. Joseph M. Ngowi MEM &amp; B.Sc. Mechanical Engineering; Project Management, Monitoring &amp; Evaluation Expert with 10 years' experience in project management and M &amp; E</li> </ul>
<b>TARGET GROUP</b>	<ul style="list-style-type: none"> <li>❖ Managing directors, Project Managers, M &amp; E officials, Engineers, Architect and Quantity surveyor, Supervisors, Quality Control Units and individuals who are interested to develop their careers and expertise in Microsoft Project;</li> <li>❖ Project planners and researchers, consultants and contractors who need a detailed Gantt chart for their clients in bidding documents</li> </ul>
<b>ACCREDITATION</b>	<ul style="list-style-type: none"> <li>❖ The training has been accredited <b>19 professional development units (PDUs)</b> by Engineers Registration Board (ERB)</li> <li>❖ Participants will be eligible to score 19 PDUs immediately after training.</li> </ul>
<b>FACILITIES PROVIDED &amp; AWARDS</b>	<ul style="list-style-type: none"> <li>❖ Microsoft Project Pro 2019 with Genuine lifetime license</li> <li>❖ Microsoft Office Professional Plus 2019 with Genuine lifetime license</li> <li>❖ Free PM Book 6</li> <li>❖ 16GB flash disc</li> <li>❖ RET MSP training and Microsoft Project Professional 2019 manuals</li> <li>❖ Certificate of attendance</li> </ul>
<b>FEE, ENROLMENT &amp; PAYMENT</b>	<ul style="list-style-type: none"> <li>❖ <b>Training fee TZS 800,000/=</b> (Eighty hundred thousand only) per person to be paid through our Bank CRDB account No. <b>0150396237500</b> name "<b>RESEARCH EXPERTS OF TZ LTD</b>" before commencement of the training</li> <li>❖ The training fee covers facilitation, genuine software, flash disc, tea, conference services, learning materials and certificates</li> <li>❖ You can enroll and pay directly with master/visa card/PayPal via our website under events menu or link <a href="https://www.researchexperts.co.tz/events">https://www.researchexperts.co.tz/events</a></li> </ul>
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>❖ If you need additional information please contact us via mobile number 0765 825 550, email: <a href="mailto:info@researchexperts.co.tz">info@researchexperts.co.tz</a></li> </ul>
<b>Our Socio Media:</b>	
<ul style="list-style-type: none"> <li>📌 Facebook: <a href="http://www.facebook.com/researchexpertstz">www.facebook.com/researchexpertstz</a></li> <li>📌 Twitter: <a href="http://www.twitter.com/retcotz">www.twitter.com/retcotz</a></li> <li>📌 Instagram: <a href="http://www.instagram.com/researchexperts">www.instagram.com/researchexperts</a></li> <li>📌 TikTok: <a href="https://www.tiktok.com/@researchexpertstz">https://www.tiktok.com/@researchexpertstz</a></li> </ul>	