



March  
2024

**EXECUTIVE TRAINING ON MANAGEMENT OF  
PROJECTS USING MICROSOFT PROJECT 2021  
PROFESSIONAL SOFTWARE**

***DATE: 5 - 8 MARCH 2024***

***VENUE: EDEMA HOTEL MOROGORO***

**20 PDUs**

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***Saturday, January 20, 2024***

<p><b>OVERVIEW</b></p>	<ul style="list-style-type: none"> <li>❖ Microsoft Project Professional (MPP) 2021 Software is a newly improved version which has upgraded features which include saving files online to OneDrive, show total numbers on summary tasks, export your timeline to pdf, get email notifications when you're assigned a task or added to a project, assign tasks to non-team members. The Microsoft Project Pro 2019 and 2021 editions have now been improved by Microsoft Corporation with the capability to enter actual quantities of materials, work hours and cost, 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 and report physical completion rather than planned/schedule completion which is hypothetical.</li> <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 2021 software.</li> <li>❖ Microsoft Project Professional 2021 software 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>❖ In view of that, Research Experts (RET) is organizing a four days comprehensive and practical training on MPP2021 software. The trainer will guide you through the course program in which you will be able to cover the project planning and execution activities with real world examples in MPP2021 software. This includes scheduling, managing resources effectively, monitoring progress, evaluating workloads pertinent to a project and performing earn value analysis (EVA) to indicate if the project is performing according to planned schedule and budget.</li> </ul>
<p><b>OBJECTIVE</b></p>	<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 tracking project progress by using MPP2021 Software</li> </ul>
<p><b>OUTCOMES</b></p>	<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 on MPP2021 software</li> <li>❖ Create activities of the project using WBS technique, estimates activity duration and establish activity dependencies</li> <li>❖ Setting up the project file on MPP2021 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> </ul>

	<ul style="list-style-type: none"> <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 activated MS Project Pro 2021 Software license 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 four days from <b>5 - 8 March 2024</b>, from 09:00 to 16:00 every day</li> <li>❖ Training will take place at <b>Edema Hotel</b>, Morogoro Region</li> </ul>
<b>TRAINERS</b>	<ul style="list-style-type: none"> <li>❖ <b>Eng. Andrew Kagwa</b>: Facilitator highly experienced (14 years) researcher, PM expert and consultant from RESEARCH EXPERTS (T) LIMITED, (<a href="https://www.linkedin.com/in/andrewFacilitator/">https://www.linkedin.com/in/andrewFacilitator/</a>).</li> <li>❖ <b>Eng. Joseph M. Ngowi</b> MEM &amp; B.Sc. Mechanical Engineering; Project Management, Monitoring &amp; Evaluation Expert with 13 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>FACILITIES PROVIDED &amp; AWARDS</b>	<ul style="list-style-type: none"> <li>❖ MPP2021 software with Genuine lifetime license</li> <li>❖ Free New PM Book 7 and MPP2021 software</li> <li>❖ RET MPP training manual, 8GB Flash disc with training resources</li> <li>❖ 20 PDUs given by Engineers Registration Board</li> <li>❖ Certificate of attendance</li> </ul>
<b>TRAINING FEE</b>	<ul style="list-style-type: none"> <li>❖ <b>TSH 585,000/= with License, TZS 400,000/= Without License</b></li> <li>❖ This fee covers; facilitation, genuine lifetime license for MPP2021 software, conference package, stationaries, and ERB Accreditation.</li> </ul>
<b>PAYMENT PROCEDURE</b>	<ul style="list-style-type: none"> <li>❖ Fee should be paid through our Bank CRDB account No. <b>0150396237500</b> name "<b>RESEARCH EXPERTS OF TZ LTD</b>" M-PESA Lipa number <b>5057789</b>, TIGO Pesa Lipa number <b>0679005113</b> before commencement of the training</li> </ul>
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>❖ If you need additional information regarding the training contact us via <b>0679 005 113, 0748 487 784 or 0789 462 583</b> email: <a href="mailto:info@researchexperts.co.tz">info@researchexperts.co.tz</a> or <a href="mailto:business@retconsult.tz">business@retconsult.tz</a></li> <li>❖ Discount up to 10% available if you register a group of 5 participants and above in our website or <b>erb website</b> <a href="https://registration.erb.go.tz/user-profile/accreditation-programs">https://registration.erb.go.tz/user-profile/accreditation-programs</a></li> </ul>

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The United Republic of Tanzania

**Engineers Registration Board (ERB)**

Stakabadhi ya Malipo ya Serikali

Exchequer Receipt

Receipt No	<b>924016226936830</b>
Received From	<b>ANDREW RAPHAEL KAGWA</b>
Amount	<b>585,000</b>
Amount in Words	<b>FIVE HUNDRED EIGHTY-FIVE THOUSAND</b>
Bill Description	<b>ACCREDITATION PROGRAM FEE FOR EXECUTIVE TRAINING ON MANAGEMENT OF PROJECTS USING MICROSOFT PROJECT 2021 PROFESSIONAL SOFTWARE</b>

In Respect of	Items Description (s)	QuantityAmount
	<b>Total Billed Amount</b>	<b>TZS. 585,000</b>

Bill Reference	<b>ERB1705220735356</b>
Payment Control Number	<b>994880159575</b>
Payment Date	<b>16 JAN 2024</b>
Issued By	<b>ERB</b>
Date Issued	<b>JAN 16, 2024, 4:44:28 PM</b>

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