

# RESEARCH EXPERTS OF TANZANIA (RET)



## TRAINING

*MANAGEMENT OF PROJECTS USING  
MICROSOFT PROJECT PRO 2019 SOFTWARE*

## DATES

*SEPTEMBER 29 – OCTOBER 2, 2020*

## WHERE

*ONLINE VIA ZOOM*

### **RESEARCH EXPERTS OF TANZANIA LIMITED**

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<p><b>INTRODUCTION</b></p>	<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>❖ 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> <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> </ul>
<p><b>TRAINING 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 quality by using Microsoft Project 2019 Pro Software</li> </ul>
<p><b>TRAINING 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;</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>
<p><b>TRAINING METHODOLOGY</b></p>	<ul style="list-style-type: none"> <li>❖ The training will be participatory and full practical oriented (group works and discussions) with very limited lecturing on Power-Point.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Participants will be required to install the latest TRIAL version of MS Project Pro 2019 Software to work in handover practical exercise with trainers</li> </ul>
<b>DATES &amp; VENUE</b>	<ul style="list-style-type: none"> <li>❖ The training will be held for 4 days from September 29 -October 2, from 16:30 to 19:00 every day (2.5 hours)</li> <li>❖ Training will take place online live via Zoom from RET office in Dar es salaam. For more information regarding the training contact us via +255 654 660 551/ +255 787 348 005 or email: <a href="mailto:info@researchexperts.co.tz">info@researchexperts.co.tz</a></li> </ul>
<b>TRAINER &amp; FACILITATOR</b>	<ul style="list-style-type: none"> <li>❖ The Training(s) will be facilitated by highly experienced research expert and consultant from RESEARCH EXPERTS (T) LIMITED, Mr Andrew Kagwa (0787-348005 (<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, Supervisors and Heads of Section, Quality Control Units and individuals who are interested to develop their careers and expertise in Microsoft Project;</li> <li>❖ Project planners and researchers, contractors who need a detailed Gantt chart for their clients in bidding documents</li> <li>❖ Contractors and Consultants in all types of projects</li> </ul>
<b>ACCREDITATION</b>	<ul style="list-style-type: none"> <li>❖ Participants will be eligible to score 20 professional development units given by the Engineers Registration Board (ERB).</li> </ul>
<b>REQUIRED FACILITIES</b>	<ul style="list-style-type: none"> <li>❖ Participants should come with their Laptop for software installation.</li> <li>❖ Windows PCs are supported by Microsoft for MS Project Software</li> <li>❖ Mac PCs are not supported; we emphasize participants to use window PCs only.</li> </ul>
<b>FEE, PAYMENT &amp; ENROLLMENT</b>	<ul style="list-style-type: none"> <li>❖ Training fee is TZS 100,000/ (One hundred thousand only to cover facilitation fee, learning materials and certificates</li> <li>❖ You can pay training fee only (100,000) or together with License fee (120,000) to Account name "<b>RESEARCH EXPERTS OF TZ LTD</b>" CRDB Account No. <b>0150396237500</b> at any branch-Tanzania before the commencement of the course.</li> <li>❖ You can enrol and pay directly with master/visa card/PayPal via our website under <a href="https://researchexperts.co.tz/en/component/eventbooking/webinars/10-webinar-on-management-of-projects-with-ms-project-2019-pro">events menu</a> or <a href="https://researchexperts.co.tz/en/component/eventbooking/webinars/10-webinar-on-management-of-projects-with-ms-project-2019-pro">link</a></li> </ul>
<b>ADDITIONAL INFORMATION</b>	<ul style="list-style-type: none"> <li>❖ If you need an invitation letter contact us via mobile number +255 654 660 551 or 0787 348005, email: <a href="mailto:info@researchexperts.co.tz">info@researchexperts.co.tz</a></li> <li>❖ A trial version of Microsoft Project Pro 2019 Software will be provided to those who can't afford the costs of buying a genuine license</li> <li>❖ If you need a tailor-made course for your organization please contact us</li> </ul>

#### Our Socio Media:

- 📌 Facebook: [www.facebook.com/researchexpertstz](https://www.facebook.com/researchexpertstz)
- 📌 Twitter: [www.twitter.com/retcotz](https://www.twitter.com/retcotz)
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