

BACKGROUND INFORMATION:

Creating and maintaining project work plans and schedules for engineers are cumbersome and time consuming without the right tools. Microsoft Project has become the industry standard for automating this important project management activity because of its ease of use and integration with other Microsoft products. This training teaches the basic functions and features of Microsoft Project 2016 from creating and maintaining projects, resources and tasks and utilizing work break down structures (WBS) and Gantt Charts.

1.0 Learning Objectives

- A. The objective of this training is to impact or enhance the capacity of engineers, project Managers and other professionals to manage their projects more effectively and to resolve resource conflict through the use and creation of views and filters.
- B. At the end of this training, participants will be able to:
 - a) Open and close an existing project file and create and save a new project file
 - b) Navigate different views and utilize 2003 Help features
 - c) Create and modify a task list in the Gantt Chart view and create a Work Breakdown Structure
 - d) Create task relationships through linking, adding predecessors, lead time and recurring tasks
 - e) Explore Network Diagram view and modify the task relationships in it
 - f) Use the Change Working Time dialog box to create a base calendar for the project
 - g) Create resource pools from the Resource Sheet view and assign resources to tasks

- h) Create task calendars and use the Cost table in Gantt Chart view
- i) Work with Calendar and form views, and create and modify tables
- j) Use pre-defined and create customized filters and groups to sort task and resource data
- k) Display the critical path and identify and resolve resource conflicts in effort-driven schedules

2.0 Training Outline

- a) Introduction to Project Management
- b) Working with tasks
- c) Scheduling tasks
- d) Managing resources and Costs assignments
- e) Working with views and tables
- f) Filtering, grouping, and sorting
- g) Finalizing the task plan & Reporting

The training contains numerous exercises utilizing Microsoft Project 2016

3.0 Who should attend

- a) PMP Professionals
- b) Professional engineers
- c) Technicians
- d) Graduates
- e) Executives
- f) Supervisors
- g) Project managers and team members that manage and work on projects
- h) Managers that manage project managers and monitor project status
- i) Clients, customers and all stakeholders that participate in projects

4.0 Requirement

Participants should come with their Laptops to install the software.

5.0 Training fee and mode of payment

Training fee per participant is:

IET member **TShs. 400,000/=**

Non member **TShs. 450,000/=**. The fee covers tuition, morning and afternoon tea/coffee, light lunch, stationery, software installation and certificates (will be sent by email). Accommodation will be borne by the participant.

Please make payment:

By depositing at

- a) CRDB Bank PLC., PPF Tower Branch **A/C No. 01J1042971100**
- b) NBC Samora Branch **A/C No. 012103002999**
- c) NMB Bank House Branch **A/C No. 20110083119**
- d) Cheques should be made payable to **The Institution of Engineers Tanzania.**

6.0 Facilitator

Mr. Abdallah M. Abdallah is **PMP**, Microsoft Certified IT Professional Project Management-MCITP, Microsoft Certified Technology Specialist -MCTS-PM, Microsoft Certified System Engineer-MCSE, Oracle Certified Associate-OCA, Oracle Certified Professional-OCP & CISCO in CCENT, CCNA Security, CCDA, CCNP, CCDP, working as a Lecturer at University of Dar es Salaam Computing Centre and as a senior Technology Projects Manager at National Bank of Commerce (NBC).

7.0 Venue and dates

Date: December, 18 – 20 2024 (3 days)

Venue: Vizano Hotel, Dodoma

8.0 ERB accreditation

A certificate for the training will be provided after completion of the training with **Professional Development Units (PDUs) to be awarded by Engineers Registration Board (ERB)**

TENTATIVE TIME TABLE

TIME	EVENT
DAY 1	
0830-0900	Registration of participants
0900-1000	Introduction to Project Management
1000-1030	HEALTH BREAK
1030-1300	Working with Ms. Project tasks
1300-1400	LUNCH BREAK
1400-1600	Exercise: Scheduling tasks
DAY 2	
0830-0900	Recap of Day 1 activities
0900-1000	Managing resources
1000-1030	HEALTH BREAK
1030-13:00	Managing resources assignments
1300-1400	LUNCH BREAK
1400-1600	Exercises : Working with views and tables
DAY 3	
0830-0900	Recap of Day 2 activities
0900-1000	Filtering, grouping, and sorting
1000-1030	HEALTH BREAK
1030-1300	Finalizing the task plan & reporting
1300-1400	LUNCH BREAK
1400-1600	Evaluation and closing

REGISTRATION FORM

**PROJECT MANAGEMENT WITH MICROSOFT
TOOLS TRAINING
VIZANO HOTEL, DODOMA
DECEMBER 18 - 20, 2024**

PERSONAL PARTICULARS

Name: _____

Designation/Position _____

Organization: _____

Address: _____

Tel/Mob: _____

E-mail: _____

Please send us your proof of payment and registration form to:
Executive Director, Institution of Engineers Tanzania,
OAS building, 6th Floor, CRDB HQ, Azikiwe Street,
P.O. Box 2938, Tel (+255) 255 22 2124265
Mob: 255 755 024369, 255 742 319694,
WhatsApp 255 738 133 778
DAR ES SALAAM, TANZANIA
Email: trainings@iet.or.tz,
institutionofengineerstz@gmail.com,
Website: www.iet.or.tz

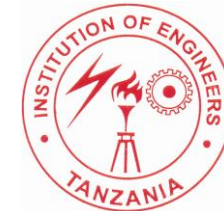
ANNOUNCEMENT

OF

**A PROFESSIONAL
DEVELOPMENT TRAINING**

ON

PROJECT MANAGEMENT
with Microsoft Tools

**Date:**

December 18 - 20, 2024

Venue:VIZANO HOTEL
DODOMA