

THE INSTITUTION OF ENGINEERS TANZANIA

P. O. Box 2938, Dar es Salaam – Tanzania
Tel: + (255 – 22) 2124265
Mob: +(255 745) 552420, WhatsApp +(255 738) 133778
Web Page: <http://www.iet.or.tz>
e-mails: info@iet.or.tz / es@iet.or.tz



Our ref: IET/ORG/CPD/AMSP/010/2024

Date: 11th December, 2024

.....
.....
.....

Dear Sir,

RE: INVITATION TO ATTEND ADVANCED PROJECT MANAGEMENT WITH MICROSOFT TOOLS.

The above subject refers.

The Institution of Engineers Tanzania (IET) in collaboration with the Engineers Registration Board (ERB) are organizing an Advanced Project Management with Microsoft Tools course which will take place from the **18th to 20th December 2024 at the Vizano Hotel, Dodoma**. 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.

Advanced Project Management with Microsoft Project training course is designed to enable the participants to use the advanced features in Microsoft Project effectively, fine-tune templates, and choose what project structure best suits the participants' own controlling and reporting needs.

We wish to invite your good office to facilitate your engineers, technicians, project managers and team members to attend the Advanced Project Management with Microsoft Tools. The course aims to prepare participants to carry out project activities in a proper way as Project Managers. **Participants should come with their Laptops to install the software.**

Fees for attending the course are: TShs 400,000/-for IET Members and TShs. 450,000/= for Non Members to cover training materials, venue hire, tea/coffee, lunch, and accreditation fee. Payment of fees is through the following bank accounts:

- a) CRDB PLC, Tower Branch A/C 01J1042971100 (The Institution of Engineers Tanzania)
- b) NBC Ltd Samora Avenue Branch, A/C 012103002999 (The Institution of Engineers Tanzania).
- c) NMB Bank House A/C No. 20110083119
- d) **Name of Account:** The Institution of Engineers Tanzania

Note: Participants who attend this course will be awarded certificates of training that bear **Professional Development Units (PDUs) will be accredited by the Engineers Registration Board (ERB)**. PDUs are mandatory for all practicing engineers.

Please confirm your participation through trainings@iet.or.tz cc: institutionofengineerstz@gmail.com or WhatsApp No. 0738 133778. For more clarification please do not hesitate to contact the Secretariat through 0755024369, 0742 319694, or 0745 552420.

Yours sincerely,

Institution of Engineers Tanzania

Ipyana Moses
Executive Director



Promotion of Engineering Excellence in Tanzania

Member of the Commonwealth Engineers Council (CEC) and the World Federation of Engineering Organizations (WFEO)

President: Eng. Asa M. Mwaipopo - FIET, CEng. **Honorary Treasurer:** Eng. Fatuma Mwamba-MIET, PEng. **Executive Director:** Mr. Ipyana Moses

Vice President: Eng. Makulilo N. Kassera-SenMIET, PEng

Vice President: Eng. Dr. Alice Isibika-MIET, PEng.

Vice President: Eng. Deogratius D. Mugishagwe-MIET, CEng

Immediate Past President: Eng. Dr. Gemma K. Modu – FIET, PEng.

All correspondences to be addressed to the Executive Director
