

PROFESSIONAL TRAINING ON MANAGEMENT OF PROJECTS USING MICROSOFT PROJECT 2019 SOFTWARE

VENUE: AFRICAN DREAMS HOTEL – DODOMA

15th–18th DECEMBER, 2020

Duration	Activity / Session	Responsible
Day 1 – Tuesday 15th December 2020		
8:30 – 10:00 (30 Mins)	<ul style="list-style-type: none"> Arrival & Registration Installation of software and checking if all PCs are working properly 	Kagwa & IT Technician Participants
10:00-10:30 (30 Mins)	Session 1: Introduction to the course and leveling the expectations of the course <ul style="list-style-type: none"> Self-Introduction Training Objectives 	Kagwa
10:30 – 11:00	HEALTH BREAK	ALL
11:00-11:30 (30 Mins)	<ul style="list-style-type: none"> Learning outcomes and leveling expectations Discuss on fears 	ALL
11:30 – 12:45 (75 Mins)	Session 2: Getting Started with Microsoft Office Project 2019 <ul style="list-style-type: none"> Recalling key project management terms in relation to MS Project Using sample projects files, Opening and saving project files Introducing new features of MS Project 2019 versus old versions (Link tasks using a drop-down menu, Timeline bar labels and task progress, Task Summary Name field) 	ALL
12:45 – 13:00 (15 Mins)	Participants should formalize with MS Project by opening and save existing projects including online project files	Participants
13:00-14:00	LUNCH	ALL
14:00-16:20 (140 Mins)	<ul style="list-style-type: none"> Starting a new project on paper/Flip chart Create activities of the project using WBS technique on paper work Setting the new project file in MS Project Pro 2019 Software (Currency, schedule, etc) Entering tasks, copy and paste activities, continue to insert task on MS Project at Home 	ALL
16:20-16:30 (10 Mins)	Recalling learning outcomes Agree what has been achieved successful and what need more time	ALL

Duration	Activity / Session	Responsible
Day 2 – Wednesday 16th December 2020		
08:30-09:30 (60 Mins)	<ul style="list-style-type: none"> Rehearsal of day 1 learning outcomes Exercise for Session 1 continue to enter tasks on MS Project 2019 	ALL
09:30-10:30 (60 Mins)	Session 3: Creating and Defining Projects/Setting Up a Project cont... <ul style="list-style-type: none"> Entering tasks/activities, subtasks into MS project 2019 Entering task durations, Linking the tasks and scheduling the tasks Changing the calendar (working and non-working days), Setting recurring tasks Editing, deleting & Moving Tasks, creating a summary task (show/hide them) Adding summary tasks into timeline, setting constraints and milestones 	ALL
10:30 -11:00	HEALTH BREAK	ALL
11:00- 13:00 (120 Mins)	Session 4: Working with Resources <ul style="list-style-type: none"> Understanding types of resources Creating a resource list into resource sheets (typing and pasting) 	ALL

Duration	Activity / Session	Responsible
	<ul style="list-style-type: none"> Setting rates and overtime costs for work resources Create resource notes and other details 	
13:00-14:00	LUNCH	ALL
14:00-15:45 (75 Mins)	Session 4: Working with Resources cont..... <ul style="list-style-type: none"> Assigning resources to tasks and fixing tasks in terms of task duration 	ALL
15:45-16:00 (15 Mins)	Recalling learning outcomes <ul style="list-style-type: none"> Agree what has been achieved successful and what need more time 	ALL
Day 3 – Thursday 17th December 2020		
08:30-09:00 (30 min)	<ul style="list-style-type: none"> Rehearsal of day 2 learning outcomes 	ALL
09:15-10:30 (75 Mins)	Session 4: Working with Resources cont..... <ul style="list-style-type: none"> Assigning resources to tasks continue 	ALL
10:30 -11:00	HEALTH BREAK	ALL
11:00-13:00 (120 Mins)	Session 4: Working with Resources cont..... <ul style="list-style-type: none"> Assigning overtime to work resources, view resource usage, analyse resource utilization and perform resource levelling Using team planner to level work resources 	ALL
13:00-14:00	LUNCH	ALL
14:00-15:45 (105 Mins)	Session 5: Updating project data and track progress <ul style="list-style-type: none"> Setting and removing the baselines of the projects Tracking projects by entering actual resources (materials, costs and work) and updating actual % completion 	ALL
15:45-16:00 (15 Mins)	Recalling learning outcomes <ul style="list-style-type: none"> Agree on what has been achieved successful and what need more time 	ALL
Day 4 – Friday 18th December 2020		
08:30-09:00 (30 Mins)	<ul style="list-style-type: none"> Rehearsal of day 3 learning outcomes 	ALL
09:00-10:30 (90 Mins)	<ul style="list-style-type: none"> Continue entering actual resources (materials, costs and work) Create different table views in Project Gantt chart (Cost View) 	ALL
10:30 -11:00	HEALTH BREAK	ALL
11:00-12:00 (60 Mins)	Session 5: Introduction to Earned Values Analysis & Creating Reports <ul style="list-style-type: none"> Understanding Earn Value Analysis (EVA) Setting status date of the project Viewing BCWS/PV, BCWP/EV, ACWP, Cost Variance (CV) and Schedule Variance (SV) Creating various reports (Project overview, Cost, Workload, Resource usage reports, etc.) Printing, exporting views and reports into picture, pdf and word documents 	ALL
12:00-12:30 (30 Mins)	Course warp up <ul style="list-style-type: none"> Discussion about our experiences on fields versus MS Project 2019 Pro Votes of Thanks and Issuing Certificates Feedback/evaluation 	ALL

EXPERT TEAMS

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