

OPEN UNIVERSITY CONSULTANCY BUREAU (OCB)



MICROSOFT PROJECT Level 1 TRAINING

“Become a successful Project manager”

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Coordinator

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Introduction:

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional so you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan with Ms Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan and share it with your supervisor (and others) for review and approval

Target Audience

Project officer; project Managers and all students studying Project Management or Project Monitoring and Evaluation

Pre-Requisites

To ensure your success in this course, you should have basic project management knowledge and skills. Students should also have basic knowledge and skills for using any current Windows operating system preferably Windows. Finally, students should have competency in using other Microsoft Office applications

Course Objectives

After completing this course, students will be able to:

- Create and engage in basic management of a project using Microsoft Project Professional
- Identify project management concepts and navigate the Project environment.
- Create and define a new project plan
- Create and organize tasks
- Manage resources in a project plan
- Finalize a project plan

DURATION : 5 Days: 13- 17 NOV. 2017:

Starting time: 16:00 – 18:00pm,
Participant certificate will be offered.

Venue: OPEN UNIVERSITY OF TANZANIA–
BIAFRA KINONDONI

COURSE CONTENTS

Module 1: Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project Environment

Module 2: Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

Module 3: Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks From Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Module 4: Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

Module 5: Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan

TRAINING FEE

- Fee for each participant is **TZS 200,000/=** covering tuition, course materials and you will also be given software. Participants are responsible for their travel costs and upkeep. Participants should come with evidence of payment made through the following method:

Transferee Bank: NBC
Account Number: 011103033713
Account Name: The Open University Consultancy Bureau
Bankers' cheque payable to: the Open University Consultancy Bureau

**Confirmation should be done before
8TH NOV 17. Through 0624055414**