



**THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT ON
PROJECT MANAGEMENT LEVEL 1**

25 – 29 September, 2017

1. COURSE BACKGROUND

This comprehensive training course in Project Management in ICT covers the essential steps in Project Plan development and teaches prospective PMs how to set up and manage projects effectively. By attending this course, participants will be able to scope out the objectives and deliverables for a project, whilst calculating the required resources.

In addition, this course covers essential leadership skills training, enabling delegates to successfully manage and motivate their project teams and establish systems to monitor and evaluate projects.

Suitability - Who should attend?

This training course is designed for:

- New Project managers
- Project team members wishing to move into project management roles
- Other operational staff wishing to learn project management tools and techniques
- Project planners
- Technical and engineering staff wishing to develop skills in managing projects and anyone who wishes to develop skills in managing projects

Training Course Content

This Project Management in ICT– Level 1 course will cover:

OVERVIEW OF PROJECT MANAGEMENT

- Definition of a project
- Defining the five key stages of any project
- The key characteristics of all projects
- Understanding the key terms and stages
- Defining key project stakeholders

MANAGEMENT OF THE PROJECT

- How the project manager is selected
- The key attributes of a project manager
- The responsibilities of the project manager
- The dedicated project team
- Identification and analysis of key stakeholders

THE PROJECT LIFECYCLE, PLANNING AND CONTROL

- The importance of project planning and communication
- Understand the elements of a project scope
- Developing a Work Breakdown Structure
- Establishing the project schedule and baseline
- The typical constraint that affects projects

PROJECT EXECUTION AND MANAGING THE SCHEDULE

- Introduction to GANTT charts and building a viable schedule
- Effective techniques of estimating work
- Understand the Critical Path Methods and applying PERT
- Methods and techniques to avoid project scope creep
- Tracking progress and dealing with schedule variances

DEALING WITH CHANGES, RISK AND PROJECT HANDOVER

- Understand the importance of change management in projects
- Developing a project risk matrix
- The importance of effective project reporting
- How a project ends
- Project handover and close down of the project

2.0 FEES

The fee for the course is **Tshs. 1,200,000/= (One Million two hundred thousand only)** to cover for course materials, tea/coffee, and lunch. Payment may be in cash, cheques or bankers draft paid directly to our Bank Account **No. 014103007130 NBC**, Arusha Branch in the name of Institute of Accountancy Arusha.

3.0 DATES & VENUE

This course will be conducted from **25 – 29 September, 2017** at the Institute of Accountancy Arusha – Njiro Hill, Arusha.

4.0 CONTACT PERSONS

For more details you may contact the following:

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APPLY TO:

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