GhIE/CMT/PGC/10/10

April 29, 2022

«Name»

«Organization»

Dear Sir/Madam,

**3-DAY NON-RESIDENTIAL MS PROJECT COURSE**

The Ghana Institution of Engineering (GhIE) is organizing a three - day seminar at the Engineers Centre, 13 Continental Road, Roman Ridge, Accra from **May 31 – June 2, 2022** on “**MS Project Course”.**

### Background

Basic project management concepts Project environment overview Navigation and Getting Help.

#### Who should attend

Consultants, Engineers, Project Managers, Engineering Technologists, Engineering Technicians, Architects, Planners, Surveyors, Valuers, Accountants, Insurers, Bankers, Contractors and Line Managers.

* **Participants are to bring along their LAPTOPS (Mandatory).**

### Participants must be computer literate

### What you will gain

|  |  |  |
| --- | --- | --- |
| * How to create a project plan using Ms Project
 | * How to input your resources.
 | How to identify your critical tasks |
| * How to identify your floats.
 | * Understand the creation of a deadline.
 | Determine the relationships between the tasks involved |
| * Assign resources to a task; optimize the use of resources and spending such as project budgets, resource costs, and task costs.
 | * How to identify potential problems in your project.
 | * Once your project is up and running an updated schedule can be used to measure how you are doing and to appreciate the impact of any changes that are encountered.
 |
| * On completion you have the opportunity to compare outcomes with what was planned, to identify where things did not go to plan and to learn from the experience so that you do not commit the same mistakes again in future
 | * How project schedule compiles a budget and cash-flow forecast as well as having visibility of the workload confronting your team members
 | * How to create project schedules that provide significant insight into performance and status through the reporting of the Programme
 |

Attendance at this seminar will earn each participant 4 Continuing Professional Development (CPD) points. GhIE Professional Competency Requirements stipulate that Engineering Practitioners shall earn a minimum of 18 CPD units per annum as a prerequisite for the renewal of their professional engineering license.

The fee for the course is **GH¢1,500.** Access will be granted **ONLY to** participants who have made payment in advance or before commencement.

**Payment must be made using any of the following:**

Mobile Money to GhIE MoMo number 0245871500.

Cheque in the name of Ghana Institution of Engineers

Bank deposit - ECOBANK GHANA, RING ROAD CENTRAL-ACCRA, 1441000558345

**Kindly call the secretariat for any further enquires on 0594953281 / 0540502347.**

GHANA INSTITUTION OF ENGINEERING

**3-DAY NON-RESIDENTIAL ON MS PROJECT**

Venue: **Engineers Centre, Roman Ridge**

Date **May 31 – June 2, 2022**

Registration of Participants 8.30am - 9.00am **Lecture sessions start at 9.00a.m.**

Sponsoring Firm/Organisation ........................................................................................................

Address ............................................................................................................................................

I/We wish to nominate, sponsor and register the underlisted personnel for the Seminar.

1. ........................................................ 2. .....................................................................

3. ....................................................... 4. .....................................................................

5. ...................................................... 6. .....................................................................

7. ...................................................... 8. .....................................................................

**Mode of Payment**

* By cash or cheque to Ghana Institution of Engineers, Accounts No. 1441000558345, Ecobank, Ring Road Central.

***or***

* MTN Mobile money (GhIE MoMo) - 0245871500

***(Please admission is strictly by payment)***

**Fee per participant is GH¢1,500 Deadline for Registration May 30, 2022**

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Signature, Designation Firm/Company/Organisation

TO **Ghana Institution of Engineers**

 **Engineers Centre**

 **13 Continental Road, Roman Ridge**

 **PO Box 7042 Accra-North**

Reservations may be made by

**Tel:** 0302 -760867/8, 0540502347 / 0277795400

**Email:** secretariat@ghie.org.gh,ghiecentre@yahooo.com, **Website**: www.ghie.org.gh