



BTOR: MS PROJECT TRAINING WORKSHOP, NAIVASHA, KENYA

Title	Training on Project Management using Microsoft Project for IGAD staff
Reporting Officers	Dr. Osman Babikir&Obhai George
Participation Officers	ICPALD, IRAPP, IGAD Secretariat, and FAO Staffs ¹
Dates of Event	18-20 th December2014,Naivasha, Kenya
Purpose of Mission	The objective of the workshop was to enable participants to understand about planning and best management of development projects using Microsoft Project.



Group photo of some of the training participants during the MS Project workshop held at Naivasha, Kenya, 18-20thDecember, 2014

¹See attached list of participants in Annex 1

1. Introduction

The 3rd Regional Integration Support Programme (RISP3) is a follow-up phase to RISP1 (2005-2010) and RISP2 (2010 - 2013). The RISP3 programme seeks to support well selected, high priority and complementary activities to accelerate domestication and implementation of regional commitments including targeted national consultations and consensus building, background analytical work, reviews to identify gaps between current national laws and regional commitments, drafting of new legislation to comply with regional decisions, and strengthening national and regional institutions involved in coordination and implementation of regional integration activities. The main instruments of the IGAD support to member states will be capacity development, information gathering and analysis, advocacy and promotion of issues, and promotion of appropriate policy and intervention development in member states.

The expected results from the activities carried out over the period covered by this programme estimate are:

Result 1: Support to transposition of regional dryland agriculture and livestock policies at national level within IGAD region.

Result 2: Support to Institutional strengthening of IGAD Secretariat.

Specific background

This training workshop was particularly designed under result 2 area of RISP3 to strengthen ICPALD staff to deliver as far as ICPALD strategic plan is concerned. Staff from IGAD secretariat and IGAD specialized institutions including IDDRSI staff were invited to participate in the training.

2. Objective

The objective of the workshop was to enable participants to understand about planning and best management of development projects using Microsoft Project.

3. Methodology

The workshop was divided into different sessions broadly organized in line with the objectives spelled out above. By and large, the workshop followed the model of a multi-sectoral planning aiming at: creating opportunities for building partnerships within IGAD staff; reconciling top-down and bottom-up perspectives on planning, and connecting the dots between planning and activity monitoring.

The workshop consisted of plenary, individual practical exercises and group feedback sessions—all covering different aspects of the MS Project. Prior to the start of the workshop, participants were requested to list their expectations and fears. These were then consolidated and used during the course of the meeting.

The MS Project software was installed in all the participant's laptops prior to the training. The trainer/facilitator used various practical examples relevant to the participants. Exercises were

given at the end of every session to reinforce the skills and infusion of knowledge. These exercises used real ICPALD case studies. Practicing the various tasks facilitated the learning and competence building in the area of project management as it pertains to task scheduling, task execution, assigning, costs and resources, and monitoring cost and schedule.

4. Deliverables/ Expected Outputs

At the end of the workshop, it was expected that learners will be able to:

- Differentiate the original schedule from the forecast schedule of work plans.
- Estimate task durations.
- Identify the relationships between tasks (“dependencies”)
- Able to calculate and forecast the dates in the forecast model
- Monitor the most important tasks (“Critical Tasks”) that determine the project duration.
- Regularly update your forecast schedule.
- Take corrective actions when slippage occurs.

5. Proceedings

The training workshop was held at the Lake Naivasha Country Club, Naivasha, Kenya from 18th-20th December 2014. A total of 25 participants attended the training. The participants were drawn from IGAD Secretariat, ICPALD and IRAPP (See Annex 1).

The training was officially opened by Dr. Adan Bika on behalf of ICPALD Acting Director, Dr. Munyua. He welcomed all the training participants, and thanked them for honouring the invitations. After the official opening of the workshop, the participants were given the opportunity to introduce themselves. Then Obhai George took the participants through the training objectives, methods, and itinerary. Later, he invited the facilitators who introduced to the participants the Microsoft Project and its various tools. The training workshop was based on training sessions (See Annex 2).

Day 1 (18th December 2014)

During the first day, facilitator covered two sessions that gave the participants an overview of project management practices as seen in Microsoft Project. The participants were able to learn the theoretical principles and putting them into practice as they created, tracked, updated, and reported a sample case study of Project scheduling. Below is a summary of the things learnt during the first day:-

- Starting Microsoft Project
 - Using Project Guide
 - Set up calendar and schedule
- Developing a WBS
 - Using filters, creating task
 - Add tasks and sub tasks
 - Creating summary tasks
 - Editing tasks
 - Linking tasks
- Using Gantt chart
 - Using Task Information Dialog Box

Day 2 (19th December 2014)

At the end of day 2, participants were able to create and link tasks, add resources, add an hourly rate to the resource and then view project information. The participants were able to learn that projects can be scheduled from a start date or from a deadline finish date using the Project Information option. The second day's tutorial gave the participants to explore some more functionality as they added more resources and looked at a case study that was more complex than your first project on the first day. Below is a summary of the things learnt on the second day:-

- Dependencies, constraints, and critical path analysis.
- Resources: Creating a pool, assigning and leveling.
- Working with Project costs
- Updating Project progress

Day 3 (20th December 2014)

At the end of the third day, participants were able create, customize, and generate various reports as are used throughout the project to communicate project status and information to the project audience. The participants got an overview of various visual reports that Project offers. Participants were able to generate several excellent visual reports (including Project summary and milestones) that they were able to display and shown how to customize and print as well. Below is a summary of day 3.

- Generating and printing different reports including earned value reports
- Customizing reports
- General overview of Project Management Using MS Project to manage projects.
- Summarized the key lessons learnt

M&E: Assessing the learning results

Continuous assessment during the period of the training (using individual exercises, observation, and interactive feedback) was conducted during the training. The ICPALD M&E will institute a post training assessment (Questionnaire, observation, discussions, assessment of the workplans) four weeks after the training. An impact assessment of the training will be done after four months. This will include the assessment of the participants utilisation of skills and knowledge (including the job performance).

Closing remarks

During the closing remarks, Dr. Muniyua, ICPALD Acting Director, thanked all the participants and encouraged them to pursue individual capacity and career development. After which, he awarded the participants with a "certificate of participation". Other performance gifts were given to some staff. This was very encouraging and will motivate future performance.

6. Way forward

- Need for a follow up training after the participants have mastered the tools. [Action: Obhai to organise for a follow-up training].
- Training evaluation to be conducted to assess the impact of the training (utilisation and retention of skills and knowledge learnt) [Action: Obhai George]

Annex 2: Programme Itinerary

**Capacity strengthening and development of IGAD Staff.
MS Project Training
Naivasha, Kenya
18-20 November 2014**

Session	Time	Topic
Day 1 (18th December 2014)		
	8:00-8:30 a.m.	Registration, welcome and review
SESSION 1	8:30 -10:30 a.m.	<p>The Basics of Project Scheduling Overview and Context</p> <ul style="list-style-type: none"> • Participants' Backgrounds, Needs, and Expectations • What is a Project? • Starting a New Project • Selecting a Project Start Date • Start Date versus End Date Scheduling • Adding and Hiding Columns, <p>Durations and the Time Scale</p> <ul style="list-style-type: none"> • Duration Defined • Elapsed Duration • The Time Scale • Developing WBS • Creating Tasks • Using the Gant Chart/Different Views <p>Exercise 1</p>
	10:30-11:00 a.m.	Health Break
	11:00 -1:00 a.m.	Continuation of session 1
	1:00-2:00 p.m.	Health Break
SESSION 2	2:00 - 3:45 p.m.	<p>Linking Tasks in the project</p> <ul style="list-style-type: none"> • Recurring Tasks • Splitting Tasks • Moving Columns to New Positions • Sorting and Grouping • Introducing Lag Time and Lead Time • Using Filters • Introducing Constraints <p>Exercise 2.</p>
	3:45-4:00 p.m.	Health Break
	4:00-5.30 p.m.	Team Building
Day 2 (19th December 2014)		
SESSION 3	8:30-10:30 a.m.	<p>Working with Resources The Resource Sheet</p> <ul style="list-style-type: none"> • Entering and Naming Resources - Two Ways

Session	Time	Topic
		<ul style="list-style-type: none"> • Maximum Availability -- What it Means • Showing Availability as a Percentage or Decimal • Human Resources, Fixed Cost Items, and Material Resources • Resource Rates and Costs • Adding Resource Notes • Assigning Resources to tasks Exercise 3
	10:30-11:00 a.m.	Health Break
SESSION 4	11:00 -1:00 p.m.	<i>Tracking Progress</i> The Baseline <ul style="list-style-type: none"> • Definition and Use of a Baseline • Saving a Baseline Saving • Clearing a Baseline • Comparing the Baseline to Actual Data - Available Views and Reports Tracking Progress with the Percent of Completion Method <ul style="list-style-type: none"> • Overview of the Percentage Method • Using the Percentage Icons • Inserting the % Completion Column • What is % Work Complete
	2:00 -3:30 p.m.	Exercise 4: Individual and group
	3:30-4:00 p.m.	Health Break
	4:00-5.30 p.m.	<i>Team Building</i>
Day 3 (20th December 2014)		
SESSION 5	8:00 -10:30 p.m.	Working with Reports Different types of Reports generated Exercise 5. Exercise on Reports
	10:30-11:00 a.m.	Health Break
	11.00-1.00 p.m.	Exercise 5. Exercise on Reports
SESSION 6	2:30 - 4:00 p.m.	Overview of Project Management Using MS Project to manage projects.
	3:30-4:00 p.m.	Health Break
	4:00-4:30 p.m.	Wrap-Up

WORKSHOP ATTENDANCE FORM
MS PROJECT TRAINING WORKSHOP 18-20 DECEMBER 2014, LAKE NAIVASHA COUNTRY
CLUB, NAIVASHA, KENYA

NAME	18 TH DEC 2014	19 TH DEC 2014	20 TH DEC 2014
1. OKUBO, Y.W.			
2. Christine Cepito			
3. Bosco Mwangi			
4. AFEWORE KRASSA			
5. Agol M. Kwan			
6. Victor Dnyamso			
7. Caroline Agom Kirungu			
8. Joseph Kiragu			
9. Peterwan Tesse			
10. ENIN CHEGE			
11. ROSE TAUMA			
12. BEVERLYNE NYANCHERA			
13. FLERIA OUELLO			
14. Adia Biko			
15. Immaculate Aieno			
16. John Kuria			
17. Savanna Wangw			
18. Eka Njaga			
19. ANIRA ANTHONY			

WORKSHOP ATTENDANCE FORM
MS PROJECT TRAINING WORKSHOP 18-20 DECEMBER 2014, LAKE NAIVASHA COUNTRY
CLUB, NAIVASHA, KENYA

	NAME	18 TH DEC 2014	19 TH DEC 2014	20 TH DEC 2014
20	LIBAN DAHER			
21	Osman Babikiy			
22	Oliver Saleh			
23	George Obhrai			
24	David Chege			
25	Theresa Asim			