



INSTITUTION OF ENGINEERING TECHNOLOGISTS AND TECHNICIANS, KENYA

IET/ADM/CPD/KRG/01/30

March 13, 2023

Dear Esteemed Member,

CAPACITY BUILDING WORKSHOP

The Institution of Engineering Technologists and Technicians of Kenya (IET-K) in collaboration with the Kenya Engineering Technology Registration Board (KETRB) have the pleasure to invite you for the three-day workshop themed: ***'Project Planning, Costing and Implementation'***. The workshop aims at providing insight in the planning, management and control of engineering projects for sustainable infrastructural development.

The topics to be covered are:

- i. *Introduction to Project Planning and Management*
- ii. *Project Initiation and Organization*
- iii. *Project Assessment, Priorities and risk Management*
- iv. *Project costing and financial controls*
- v. *Project execution*
- vi. *Project monitoring and evaluation.*

The Workshop will be held from **Wednesday 19th to Friday 21st April 2023** at Bekam Hotel in Kerugoya Town, **Kirinyaga County**. The total cost for the three-day event is KES. Fifteen Thousand (KES.15, 000.00) per participant excluding VAT which will cater for the conference facility, tea and lunch. Kindly note that the participants will meet transportation and accommodation costs.

Please make your payments by April 6, 2023 through Pay Bill number 4037659 and your membership number as the account number followed by letters CB (e.g. XXXX,CB). You may also make the payments through the bank:

1. Equity Bank Ltd, Harambee avenue branch, account number; 0240298461590 or
2. Kenya Commercial Bank, Haile Selassie branch, account number; 1239915969

The workshop will provide an opportunity to learn practical aspects on project planning and implementation, network with fellow professionals and an award of twelve (12) CPD points.

It will be our pleasure to host you during this auspicious event.

Yours Faithfully,

Moses Gichana
ORGANIZING SECRETARY