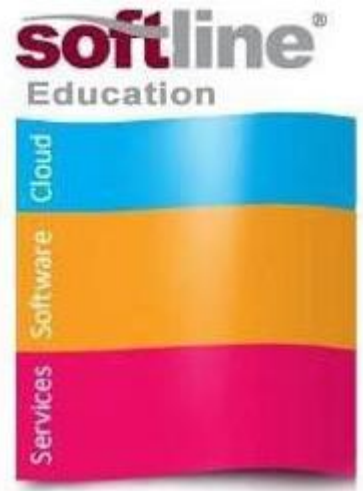




Business Offer for



MINISTRY OF LABOUR HEALTH AND
SOCIAL AFFAIRS OF GEORGIA

Durable Housing Solutions Framework

Softline has been involved in the IT market since 1993 and specifically in the Georgian IT market since 2007 and holds a leading position in this market segment.

We Specialize In:

Efficient IT solutions and offer a comprehensive range of services for creation, optimization, support and development of the customer's IT infrastructure. Each Softline customer is assigned a personal project manager, who is the single point of contact and liaison with the customer.

We have specific expertise in the following:

- Make operation of IT infrastructure efficient.
- Protect IT infrastructure against external or internal threats.
- Optimization of software and hardware implementations.
- Ensuring cost savings of a company's IT assets.
- Adhering to all international IT standards.
- Staying current with best practices, products and technologies in the IT market.

Softline provides comprehensive advice and optimal solutions in:

- Virtualization (including SaaS and IaaS solutions).
- Information security.
- Microsoft technologies and products.
- Engineering products and CAD/Hybrid IC solutions.
- Business consulting (including CRM and ERP solutions).
- Freeware and Linux-based solutions.
- Software assets management (SAM) technologies.

As well, we offer a wide variety of software from more than 3,000 vendors, and services relating to technical and legal support and outsourcing.

Our Services:

- IT infrastructure auditing.
- Optimal software and hardware selection support.
- Training of IT specialist and office staff.
- Technical support and outsourcing.
- Software asset management.

Training Center Softline Georgia: No. 1 on the market of corporate learning

- Softline Training Center.
- Over 1500 IT-specialists trained.
- State accreditation and licensed for educational offerings.
- 29 representative offices.
- 17 authorizations from the world software developers.
- Over 1000 courses on a variety of programs.
- Over 60 certified teachers.
- International certification.
- Distance learning, including ready-made international courses.
- 82% of our clients turn to Softline Training Center again.

Regional Expansion

Softline is currently expanding its business model by increasing service quality and expanding our presence in Russia, the CIS countries, and other countries around the world. It is our intention to integrate closely with our customers to make cooperation easy and cost effective.

As of 2011, Softline carries out its activities through thirty-five representation offices in Russia as well as offices in Belarus, Ukraine, Azerbaijan, Armenia, Kazakhstan, Uzbekistan, Tajikistan, Kyrgyzstan, Turkmenistan, Georgia, Moldova, and representation offices in other countries of the world (Mongolia, Turkey, Vietnam, Venezuela, Egypt, Romania, Argentina, Columbia, Malaysia, Peru, Cambodia, and Laos).

Georgian customer list

Financial Sector

- TBC bank
- ProCredit Bank
- Bank of Georgia
- Republic Bank
- National Bank of Georgia
- Basis Bank
- Cartu Bank
- Pasha Bank
- Constanta Bank
- MFI Crystal
- MFI Credo

Governmental Sector

- Ministry of Justice
- Ministry of Internal Affairs
- Ministry of Labour, Health and Social Affairs of Georgia
- Ministry of Economy and Sustainable Development
- Administration of President
- Ministry of Education
- Central Election Commission of Georgia
- Ministry of Regional Development etc...

Mobile Operators and Telecommunications

- Mobitel
- Magti
- Geocell
- Silknet
- Caucasus Online, etc....

According to above mentioned, “Softline Georgia” is ready to take the responsibility and offer trainings on Microsoft Project program to Ministry of Labour Health and Social Affairs of Georgia stuff members (employees)

MS Project (theory) 12 hours

Objectives: major objective of the current training is to introduce the participants to the topics below

- Concepts of project management, terminology
- Project and Process differentiation, project need for system and process improvement
- Stages of project management and effective implementation
- Required skills of project manager
- Project teams

Content Project management principles

- What is a project?
- Project management the need
- Project goals
- Project management: the person, the team, the system
- Functions of project management versus functions of traditional management
- Where is project management appropriate?
- Systems thinking
- Relevance of systems thinking to project management

Planning

- Planning steps
- Scope and work definition
- Scheduling

Cost estimating and Budgeting

- Cost estimating process
- Elements of budgets and estimates
- Causes of cost escalation

Managing risks in projects

- Risk concepts, risk identification, risk assessment
- Risk response planning

Project control

- The control process
- Information monitoring
- Who controls project?
- Project control emphasizes
- Controlling changes
- Performance index monitoring

Project evaluation, reporting and termination

- Project evaluation
- Reporting
- Terminating the project
- Termination responsibilities
- Project extensions
- Project summary evaluation

MS Project (practice) 12 hours

Project management

What is a project

Main concepts

Project basics

Creating a project

Changing the calendar

Creating tasks

Typing in tasks

Creating sub-tasks

Changing task durations

Task annotations

Creating a Gantt chart

Tasks - other topics

Recurring tasks

Creating dependencies

Setting task constraints

Understanding task types

Resources

Creating a resource pool

Setting resource availability

Setting resource costs

Assigning resources

Conflicts and Levelling

Views

The different views in Project

Customising views

Assignments

Resource levelling

Delaying or splitting tasks

Viewing resource conflicts

Project tracking

Creating a baseline
Recording actuals
Critical path analysis

Printing

Changing what prints
Choosing a report

Instructor (Part of Practice)**Dima Butskhrikidze**

Teaching Experience

Comprehensive: Windows XP, Advanced MS Office applications, MS Project, Accountant software QuickBooks, AutoCAD, Corel Draw, Html, Business data analysis and modeling, Creation and management of Distance Learning Courses WebCT/Bb, Moodle.

Work experience

2004 - till now Caucasus University. IT Manager.

2004 - till now Caucasus University. Lecturer of: Computer Based Information Technology, Decision Sciences Analysis of Business Modeling

2006 - 2008 PA Consulting Georgia. Rural Energy Program. Consultant for Microsoft Project Gantt chart

2008 – till Softline Georgia LTD - Trainer

2002 - 2004 Georgian Library association. Project Manager.

2002 - 2004 Georgian State Book Chamber. Department of Automatisation-IT manager.

2002 -2002 Legal Entity under the Public Law – Farmers Information and Consulting Service Centre, Manager of Information Technology.

1999-2002 Georgian Institute for Scientific and Technical Information, Knowledge Centre, Manager.

1997-1999 Georgian Institute for Scientific and Technical Information. Engineer.

Teaching Experience

- ✓ Business data analysis and modeling
- ✓ Management Decision Making
- ✓ Advanced MS Office applications 2003-2010
- ✓ Comprehensive: Windows operating systems XP- Win7
- ✓ Microsoft Project 2003-2010
- ✓ Accountant software QuickBooks

AutoCAD, Corel Draw, Html, Creation and management of Distance Learning Courses WebCT/Bb, Moodle.

Trainings

- 1999-2001** Annual International Conference Workshop TELEMATICS CAUCASUS, (organizing committee).
- 2000.** FAO, AGRIS–CARIS workshop, study of products of Centre of information management for international agricultural research (managing of AGRIS–CARIS database).
- 2000.** Workshop-demonstration of FAO East Europe office AGROWEB.
- 2000.** Workshop under International Conference-Workshop TELEMATICS CAUCASUS, Online Database distance managing technology.
- 2001.** Workshop under FAO project rehabilitation gardening sector in Georgia.
- 2001** International Science and Technology Centre's (ISTC) courses 1. Commercialization of R&D results.
2. Business communications and information support of business.
- 2003** Software Camp For NGO's - Free and Open Source Software (F/OSS) solutions for the non-profit sector across Central and Eastern Europe and Central Asia. Croatia.
- 2005** 10th Network Technology Workshop on Security-CEENet. Macedonia
- 2005** Texas AM University content development for distance learning software (WebCt)
- 2007** Turkmenistan IPv6 Workshop under the auspices of 6DISS project
- 2007** Ripe NCC conference, Tbilisi, Georgia
- 2007** Distance learning conference, NATO, Kazakhstan
- 2008-10** Annual Distance learning conference, Università Telematica "Guglielmo Marconi", Italy. GUIDE Association (board member)
- 2009** International Financial Management (summer school), ISCTE, Portugal
- 2010** Next Generation Switching Technologies. ITEC, MTNL-CETTM. Mumbai, India.

Instructor (Part of Theory)

Akaki Kheladze

EDUCATION

- 2005 present Caucasus School of Business** Tbilisi, Georgia
Georgia State University Atlanta, Georgia
 PhD program Major: Management
- 2003 Fall Nantes University** Nantes, France
 MBA Course Faculty of Economic Sciences and Management
 Master in management of communication systems
- 2003 Spring Georgia State University** Atlanta, Georgia
 MBA Course Faculty Development Program
- 2001 - 2003 Caucasus School of Business** Tbilisi, Georgia
 MBA Major: Management
- 1999 -2001 Caucasus School of Business** Tbilisi, Georgia
 BBA Major: Finance
- 1999 - 2001 Georgian Technical University** Tbilisi, Georgia
 Master of Hydroenergetical Engineering, with honor
- 1995 - 1999 Georgian Technical University** Tbilisi, Georgia
 Bachelor of Hydroenergetical Engineering, with honor

PROFESSIONAL EXPERIENCE

- 2009 – till**
Softline Georgia LTD - Trainer
- 2009 – till**
Caucasus School of Business Tbilisi, Georgia
 Director of Graduate Studies
- 2009 – till**
Grenoble Graduate School of Business Grenoble, France
 Management Professor (Part Time)
- 2005 – till**
Caucasus School of Business Tbilisi, Georgia
 Head of Management department
- 2005 – 2009**
Caucasus School of Business Tbilisi, Georgia

Course title	Days/hours	Date	Price 1 person	Group	Total price
Microsoft Project (Theory)	6/12	19.08.2013	\$ 125.00	10	\$ 1250,00
Microsoft Project (Practice)	6/12	26.08.2013	\$ 125.00	10	\$ 1250,00
					\$ 2500.00

We are open for collaboration!

Best regards,

Maia Goguadze,

Director of Consulting and Education Center



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