**GOVERNMENT OF PAKISTAN**
MINISTRY OF COMMERCE
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No. 5(2)/2020-Admn-I/MoC

Islamabad, the 21st September, 2020

## CIRCULAR

**Subject: -   TRAINING COURSE FOR 2nd QUARTER (OCTOBER-DECEMBER, 2020-21)**

A self-explanatory letter No 2(27-A)PPMI/PD/20-21 dated 07th September, 2020 received from Ministry of Planning, Development and Special Initiatives, contains guidelines for the subject training/courses is enclosed for uploading on the website of Ministry of Commerce for information.

2.        Interested officers who fulfill the eligibility criteria may forward their nomination to Admn-I/MoC Section by **25-09-2020** before closing hours for onward submission to the Pakistan Planning and Management institute (PPMI).

**Encl: As above**

**(Muhammad Imtiaz)**
Deputy Director (MoC)

**Manager (IT), Ministry of Commerce** with the request to kindly upload the same on the website of this Ministry.

## "CREATING EXCELLENCE"

**GOVERNMENT OF PAKISTAN**

MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES

**PAKISTAN PLANNING AND MANAGEMENT INSTITUTE (PPMI)**

PPMI Complex, Street. No. 1, Sector H-8/1, Islamabad. Tel: 051-9269883 Fax: 051-9269882

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No.2(27-A)PPMI/PD/20-21                  Islamabad, the 7$^{th}$ September, 2020

**SUBJECT:**     **TRAINING COURSES FOR 2$^{ND}$ QUARTER (OCTOBER – DECEMBER, 2020-21)**

Dear Sir/Madam,     السلام علیکم

       Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized during 2$^{nd}$ Quarter (October – December, 2020-21).

| S. No. | Course Name | Dates |
|--------|-------------|-------|
| 1. | Project Contract and Procurement Management | 6-9 October, 2020 |
| 2. | Project (PC-1) Preparation in Public Sector | 12-16 October, 2020 |
| 3. | Project Management in Public Sector | 19-23 October, 2020 |
| 4. | Managing Time and Cost Overrun in Projects: Module-II (Project Estimation & Cost Management) | 26-30 October, 2020 |
| 5. | Time Management | 4-6 November, 2020 |
| 6. | Primavera (Project Management Software) | 11-13 November, 2020 |
| 7. | Project Monitoring and Evaluation System (PMES) Software for PSDP Funded Projects | 18-20 November, 2020 |
| 8. | Monitoring and Evaluation of Development Projects | 24-27 November, 2020 |
| 9. | Project on Result Based Management | 2-4 December, 2020 |
| 10. | Managing Time and Cost Overrun in Projects: Module-III (Project Human Resource Management) | 16-18 December, 2020 |
| 11. | Project Discipline | 28-31 December, 2020 |

2.      It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

3.      The nominations of relevant officers along with brief CV (one page) of the nominee(s) must reach PPMI at the earliest and no later than **(07 days)** before commencement of the training course through concerned Ministries/Divisions/Departments/Organizations. In case, more than one nominations are to be made for a training course by an organization, it must be clearly indicated as **Principal and Alternate Candidate.**

4.      Please also ensure that necessary **telephone contact number (including Mobile Number) and Fax/Email ID of nominee(s)/nominating agency and controlling officer** are given in the covering letter enabling PPMI for prompt communication with the concerned. Contents of training courses are enclosed in case of any clarification regarding it **Ch. Sajid Ali (Programme officer), PPMI may be contacted at ppmicoordinator@gmail.com and on Ph: 051-9269769.** The mode of training whether online or face to face will be communicated at the time of confirmation to nominees.

5.      The nominee should report to PPMI for participation in training course only **after confirmation of his/her nomination by PPMI. Hostel facility is also available at PPMI on payment.**

Yours sincerely,

07/09/20

**(DR. MUHAMMAD ALI NOOR)**
Director-General. PPMI

**DISTRIBUTION:**

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Chief Secretaries of Provinces/AJK/G.B
i.   Additional Chief Secretaries of Provinces/AJK/GB.
v.   Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
  Secretary Planning and Development Department Punjab, KP, Balochistan, Sindh, GB, & AJK

# BRIEF COURSE CONTENTS
## 2$^{nd}$ QUARTER (OCTOBER – DECEMBER, 2020-21)

## Project Contract and Procurement Management

➤ Overview of the Procurement Management
➤ Contract Management in Donor Financed Projects
➤ Legal Aspects of Reconciliation, Dispute Resolution and Arbitration
➤ Role and responsibility of the Engineer under standard-form of FIDIC contracts
➤ Contract Management (Works)
➤ Procurement & Contract Management (Goods)
➤ Contract Evaluation, Closure and Post Contract activities in context of PPRA Rules

## Project (PC-I) Preparation in Public Sector

➤ Overview of Project Management
➤ Project Documents preparation of PC-I & PC-II
➤ Project Appraisal & Approval:
➤ Introduction to Project Appraisal concepts, tools and techniques
➤ Approval of Project
➤ Financial/Economic/Unit Cost Analysis
➤ Risk Analysis
➤ Logical Framework Analysis (LFA)
➤ RBM framework
➤ Determining RBM indicators

## Project Management in Public Sector

➤ Overview of Project Management Cycle
➤ Project Documents preparation of PC-I & PC-II
➤ Project Appraisal & Approval:
➤ Introduction to Project Appraisal concepts, tools and techniques
➤ Approval of Project
➤ Financial/Economic/Unit Cost Analysis
➤ Risk Analysis
➤ Logical Framework Analysis (LFA)
➤ RBM framework
➤ Determining RBM indicators

## Monitoring & Evaluation of Development Projects

➤ Essentials of Monitoring and Evaluation (M&E)
➤ Designing & Implementing M&E System
➤ Performance Monitoring & Evaluation
➤ Developing a Monitoring Plan
➤ Project Evaluation
➤ Data Management & Information Use

## Managing Time and Cost Overrun in Projects: Module-II
### (Project Estimation & Cost Management)

➤ Introduction to Estimation Tools & Techniques
➤ Analogous Estimating
➤ Bottom Up Estimating
➤ Parametric Modeling
➤ Simulation
➤ Earned Value Analysis
➤ Agile Approaches to Estimating
➤ Cost Management
➤ Resource Planning
➤ Determining the Resources
➤ Impacts on Cost
➤ Cost Estimating
➤ Contract Implications
➤ Applying Rates
➤ Including Indirect Costs
➤ Cost Extensions
➤ Cost Budgeting
➤ Earned Value Analysis
➤ Applying the Costs Across the Project
➤ Project Accounting
➤ Financial & Cost Management
➤ Budgeting & Control
➤ Change Control

## Time Management

➤ Overview of Time Management, (Getting started, Clearing the clutter, Time Management Worksheets)
➤ Objectives and Goals (Objectives Prioritizing activities-urgency and importance)
➤ Evaluate Current Usage of time (Keeping a time log, Identifying personal time, dealing with interruptions)
➤ Organizing Work (Daily/Weekly Planning. Effective Time Management systems. The Action Priority Matrix)
➤ Delegation (Leadership and Time Management, How to delegate effectively, Developing, different styles for different people)
➤ Continuous Improvement (Developing and maintaining Time Management habits, Managing interruptions, Managing time insensitive people)
➤ Managing time for Multiple Priorities (Handling multiple and conflicting priorities, dealing with tight deadlines and stress, Learning to avoid over-commitment, Utilize time management shortcuts to work smarter, better, faster)

## Primavera (Project Management Software)

- **Introduction to Primavera P6**
  - Installation
  - Showing welcome dialog box at start up
  - Creating new enterprise
  - Creating new project
  - Opening a project
- **Working on Primavera P6**
  - Showing total length of project
  - Edit relationships
  - Modifying links
  - Find total float
  - Insert a new activity in between
- **Managing resources using Primavera P6**
  - Prerequisites for resources
  - Changing project defaults
  - Costing unit
  - Material units
- **Project costing using Primavera P6**
  - Printing cash flow "S" curve
  - Creating and assignment of cost accounts
  - Assigning indirect costs
- **Project tracking using Primavera P6**
  - Progress calculation using activity steps
  - EPS
  - Layouts
  - Filters
  - Project Reporting

## Managing Time and Cost Overrun in Projects: Module-III
### (Project Human Resource Management)

- The Nature of Human Resources
- Strategic Human Resource Planning and Staffing
- Recruitment and Selection
- Training and Development/Career Planning
- HR Performance Management and Measurement
- Compensation, Rewards and Benefits.
- Safety, Health, and Wellness
- Managing Employee Turnover & Human Resource Retention

## Project on Result Based Management

- Overview of the Result Based Management
- Result Based Indicators
- SMART Indicator
- Designing and conducting RBM Monitoring
- LFA Model
- M&E and Project Management Cycle
- Overview of M&E System
- Result Based Management Logical Framework

## Project Monitoring and Evaluation System (PMES) Software for PSDP Founded Projects

**For Project Directors/Project Implementing Authorities:**
- Firmness and clarity of scope as per PC-1 ( Profile)
- Provides tools for Project Planning and Control (Cash/Work plan)
- Track progress and report issues (PC-III A, PC-III B)

**For Controlling Ministries:**
- Approve Financial/Physical requirements of Projects as per ministries priorities (Cash/Work Plan)
- Have a quick access to progress and issues in their project

**For Planning Division:**
- A platform for professional monitoring (Project Scope, Plans, Progress, Issues etc)
- Overall progress of PSDP projects
- Repository for projects
- Projects synopsis and PSDP projects performance analysis (Single Pager Dashboard)

## Project Discipline

- Project Management Framework
- Project Scope Discipline
- Project Time Discipline
- Project Cost Discipline
- Project Integration
- Project Quality Discipline
- Project Human Resource Management Discipline
- Project Communications Discipline
- Project Risk Discipline
- Project Procurement Discipline
- Project Stakeholder Discipline
- Professional Responsibility (Ethics)
- Result Based Management Principles
- Log Frame Analysis (LFA)