

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)2021-Admn-I/HR-I

Islamabad, the 25th February, 2022


CIRCULAR

SUBJECT: EFFECTIVE UTILISATION OF DEVELOPMENT BUDGET – MANDATORY TRAINING COURSE (2 WEEKS) FOR ALL PROJECT DIRECTORS

Please find enclosed herewith a copy of self explanatory letter No. PPMI/CUSTOMISED/PD/2021-22 dated 15th February, 2022 along with its enclosure received from Ministry of Planning, Development and Special Initiatives (MoPD&SI), on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to HR-I Section not later than (10 days) before commencement of training.

Encl: **As above**


(Muhammad Suleman Mahsud)
Deputy Director (HR-I)

✓ Database Administrator,
Ministry of Commerce,
Islamabad



No. PPMI/CUSTOMISED/PD/2021-22
GOVERNMENT OF PAKISTAN
MINISTRY OF PLANNING, DEVELOPMENT AND
SPECIAL INITIATIVES

Additional Secretary (Dev. & SI)
Tele: 051-9206444
Fax: 051-9202704

Islamabad, the 15th February, 2022

SUBJECT: EFFECTIVE UTILISATION OF DEVELOPMENT BUDGET – MANDATORY TRAINING COURSE (2 WEEKS) FOR ALL PROJECT DIRECTORS

Dear Sir, السلامة عليكم

Kindly refer to the above subject and letter No. PPMI/Customised/PD/2021-22, dated 6th December 2021 (copy enclosed).

2. In the interest of efficient project implementation and effective utilization of development budget, the Planning Commission has decided that training and certification by the Pakistan Planning and Management Institute (PPMI) shall be mandatory for all existing and new Project Directors of PSDP funded projects. It has been further decided that all PAOs are to certify that their project directors have undertaken the necessary training at PPMI. In this context PPMI has solicited nominations of Project Directors working on PSDP funded projects as intimated by the Director-General, PPMI mentioned above.

3. All Secretaries/PAOs/HoDs are requested to please direct their Project Directors to avail this opportunity of the special training programme at PPMI. The schedule of training is attached herewith.

Looking forward to your kind cooperation and support in this regard.

Yours sincerely,

(Dawood Muhammad Bareach)
Additional Secretary (Dev. & SI)

Encl: As above

Mr. Muhammad Sualeh Ahmad Faruqi,
Secretary,
Ministry of Commerce & Textile,
Islamabad.



“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

No. PPMI/CUSTOMISED/PD/2021-22

Islamabad, the 6th December, 2021

SUBJECT: TWO WEEKS SPECIAL TRAINING COURSES FOR THE PROJECT DIRECTORS OF PSDP FUNDED PROJECTS

Dear Sir/Madam, الستة الكريمة

In light of decision taken by the Deputy Chairman, Planning Commission regarding Effective Utilization of Development Budget, it has been decided that certification and training from Pakistan Planning and Management Institute (PPMI) is mandatory for all existing and new project directors of development projects. All PAOs are to certify that their project directors have undertaken necessary training at PPMI. In this context Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Special Initiatives, Government of Pakistan invites nominations of Project Directors working on PSDP funded projects as per following schedule.

S. No.	Course Name	Dates
1	Project Planning and Management (Batch/Cycle-I)	17 – 28 January, 2022
2	Project Planning and Management (Batch/Cycle-II)	14 – 25 February, 2022
3	Project Planning and Management (Batch/Cycle-III)	14 – 25 March, 2022

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 Project Directors 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.
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. Brief contents of the training courses are overleaf 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.**
5. The nominee should report to PPMI for participation in training course only **after confirmation of his/her nomination by PPMI. Vaccination certificate is mandatory and copy must be provided to PPMI admittance without it will not be allowed. Hostel facility is also available at PPMI on payment but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.**

Yours sincerely,

(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

DISTRIBUTION:

- i. Secretaries of Ministries/Divisions.
- ii. Chief Secretaries of Provinces/AJK/G.B
- iii. Additional Chief Secretaries of Provinces/AJK/GB.
- iv. Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- v. Secretary, Planning and Development Board/Department Punjab, Sindh, KP, Baluchistan, AJK & GB.

Copy to:

- ✚ Director to Minister, Ministry of Planning, Development and Special Initiatives
- ✚ Staff Officer to Deputy Chairman, Planning Commission
- ✚ SPS to Secretary, M/o PD&SI
- ✚ SPS to Additional Secretary (A&O), M/o PD&SI
- ✚ SPS to Additional Secretary (Development & Special Initiatives), M/o PD&SI
- ✚ APS to Joint Secretary (Org), M/o PD&SI

BRIEF COURSE CONTENTS
PROJECT PLANNING & MANAGEMENT

Module-I: Planning Commission Procedures and PC-I & II Preparation and Approaches

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal concepts, Tools and Techniques
- Programme Evaluation and Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) and Risk Analysis
- REM framework
- Determining RBM indicators

Module-II Project Management & Monitoring & Evaluation Techniques

- Project Management Framework
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Integration
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management
- Professional Responsibility (Ethics)
- Result Based Management Principles
- Log Frame Analysis (LFA)
- **Essentials of Monitoring and Evaluation (M&E)**
 - M&E Overview
 - Main difference between monitoring and evaluation
- **Designing & Implementing M&E System**
 - Place of M&E in the Project Management Cycle
 - M&E Frameworks- Logical
- **Performance Monitoring & Evaluation**
 - Performance Indicators
 - Performance Monitoring and Evaluation
- **Project Evaluation**
 - Basic of Evaluation
 - Types of Evaluations
- **Data Management And Information Use**
 - Identifying types of Data
 - Data Collection & Analysis

Module-III: Procurement, Contract and Financial Management

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms
- Reforms roadmap and management of reform processes
- Preparation of financial statement
- Interpretations the new PFM Act
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)
- Procurement procedures donor funded projects

Module-IV: Microsoft Project

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis