

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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No. 5(2)/2020-Admn-I/MoC

Islamabad, the 18<sup>th</sup> December, 2020

**C I R C U L A R**

**Subject: - TRAINING COURSES FOR 3rd QUARTER (JANUARY-MARCH, 2020-21)**

A self-explanatory letter No 2(27-A) PPMI/PD/20-21 dated 1<sup>st</sup> December, 2020 received from ministry of Planning Development and Special Initiatives, containing 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 duly approved by the heads of the wings to (HR-I) Section by **23-12-2020** positively for onward submission to the quarter concerned.

**Encl: As above**



**(Muhammad Imtiaz)**  
Deputy Director (HR-I)

✓ **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-3/1, Islamabad. Tel: 051-9269883 Fax: 051-9269882

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No.2(27-A)PPMI/PD/20-21.

Islamabad, the 1<sup>st</sup> December, 2020.

**SUBJECT: TRAINING COURSES FOR 3<sup>RD</sup> QUARTER (JANUARY – MARCH, 2020-21)**

Dear Sir/Madam, السلامة عليكم

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 3<sup>rd</sup> Quarter January – March, 2020-21).

S. No.	Course Name	Dates	Mode
1.	Managing Time and Cost Overrun in Projects: Module-IV (Projects Performance Measurement & Management)	5-8 January, 2021	Online
2.	Microsoft Project	12-15 January, 2021	Online
3.	Managing Time and Cost Overrun in Projects: Module-V (Risk Management of Projects)	18-22 January, 2021	Online
4.	Monitoring and Evaluation of Development Projects	26-29 January, 2021	Yet to be decided
5.	Time Management	2-4 February, 2021	Yet to be decided
6.	Public Procurement Policies and Rules (PPRA)	8-11 February, 2021	Yet to be decided
7.	Development of Key Performance Indicators (KPIs)	17-19 February, 2021	Yet to be decided
8.	Human Resource Management in Public Sector	16-19 March, 2021	Yet to be decided
9.	Dealing Tax Matters in Government Departments	24-26 March, 2021	Yet to be decided

The mode of training for Sr. No. 3 to 9 whether online or face to face will be communicated at the time of confirmation to nominees.

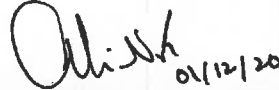
2. It is clarified that no fee is charged from the Government officers. However, other expenditure to be incurred on travelling, boarding and lodging etc. of participants will be borne by the nominating Ministries/Divisions/Departments/Organizations.

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 **ppmicordinator@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.

Yours sincerely,

  
(DR. MUHAMMAD ALI NOOR)  
Director General, PPMI

**DISTRIBUTION:**

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

# BRIEF COURSE CONTENTS

## 3<sup>RD</sup> QUARTER (JANUARY – MARCH, 2020-21)

<p><b>Managing Time and Cost Overrun in Projects: Module-IV (Projects Performance Measurement &amp; Management) (online)</b></p> <ul style="list-style-type: none"> <li>➤ Understanding Project Success and Failure</li> <li>➤ Value-Driven Project Management</li> <li>➤ Value Modelling and Value Metrics</li> <li>➤ Metric Characteristics &amp; Selection,</li> <li>➤ Monitoring Performance through Effective Planning and Reporting Techniques</li> <li>➤ Controlling Uncertainty</li> <li>➤ Controlling Stakeholders - Communications Considerations</li> <li>➤ Key Performance Indicators</li> <li>➤ Status Reports and Project Dashboards</li> <li>➤ Variance Analysis using Earned Value Management</li> <li>➤ Forecasting to Control Project Budgetary and Schedule Concerns</li> <li>➤ Managing Change</li> <li>➤ Advanced Status Reporting Techniques</li> <li>➤ Stakeholder Management</li> <li>➤ Issues Management</li> <li>➤ Scope Verification - Requirements Traceability</li> <li>➤ Management of Project Records</li> <li>➤ Problem-Solving: Identification, Analysis and Generation of Solutions</li> <li>➤ Decision-making Tools and Techniques</li> </ul>
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<p><b>Microsoft Project (online)</b></p> <ul style="list-style-type: none"> <li>➤ Introduction to MS Project</li> <li>➤ Project Scheduling</li> <li>➤ WBS, Gantt Chart, CPM / PERT</li> <li>➤ Resource Assignment</li> <li>➤ Resource Leveling</li> <li>➤ Tracking</li> <li>➤ Reporting</li> <li>➤ Earned Value Analysis</li> <li>➤ Project Crashing</li> <li>➤ Project Closing</li> </ul>
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<p><b>Managing Time and Cost Overrun in Projects: Module-V (Risk Management of Projects) (online)</b></p> <ul style="list-style-type: none"> <li>➤ Introduction to Project Risk</li> <li>➤ The Risk Management Process</li> <li>➤ Risk in Projects &amp; Programmes</li> <li>➤ Risk Context (Risk Attitudes and Appetite)</li> <li>➤ Risk Techniques</li> <li>➤ Risk Identification</li> <li>➤ Qualitative Risk Analysis</li> <li>➤ Quantitative Risk Analysis</li> <li>➤ Risk Responses</li> <li>➤ Risk Management</li> </ul>
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<p><b>Monitoring &amp; Evaluation of Development Projects</b></p> <ul style="list-style-type: none"> <li>➤ Essentials of Monitoring and Evaluation (M&amp;E)</li> <li>➤ Designing &amp; Implementing M&amp;E System</li> <li>➤ Performance Monitoring &amp; Evaluation</li> <li>➤ Developing a Monitoring Plan</li> <li>➤ Project Evaluation</li> <li>➤ Data Management &amp; Information Use</li> </ul>
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<p><b>Public Procurement Policies and PPRA Rules</b></p> <ul style="list-style-type: none"> <li>➤ Overview of Procurement Life Cycle</li> <li>➤ Public Procurement Reforms/Regulatory Framework in Pakistan</li> <li>➤ Public Procurement Rules 1-51</li> <li>➤ Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award</li> <li>➤ How to develop TORs for hiring the services of consultants?</li> <li>➤ Procurement Guidelines in the Perspective of Foreign-Funded Projects</li> <li>➤ Post – Procurement Reviews</li> <li>➤ Bidding document preparations: Case study Letter of credits</li> </ul>
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<p><b>Time Management</b></p> <ul style="list-style-type: none"> <li>➤ Overview of Time Management, (Getting started, Clearing the clutter, Time Management Worksheets)</li> <li>➤ Objectives and Goals (Objectives Prioritizing activities-urgency and importance)</li> <li>➤ Evaluate Current Usage of time (Keeping a time log, Identifying personal time, dealing with interruptions)</li> <li>➤ Organizing Work (Daily/Weekly Planning, Effective Time Management systems, The Action Priority Matrix)</li> <li>➤ Delegation (Leadership and Time Management, How to delegate effectively, Developing, different styles for different people)</li> <li>➤ Continuous Improvement (Developing and maintaining Time Management habits, Managing interruptions, Managing time insensitive people)</li> <li>➤ 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)</li> </ul>
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<p><b>Development of Key Performance Indicators (KPIs)</b></p> <ul style="list-style-type: none"> <li>➤ Identifying KPI's</li> <li>➤ Challenges in identifying KPIs</li> <li>➤ Develop Strategic Themes and Results</li> <li>➤ Generating value with KPIs</li> <li>➤ KPI Management</li> <li>➤ Balanced Scorecard Techniques in dealing with KPI's</li> </ul>
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### **Human Resource Management in Projects**

- Framework of HRM in the Public Sector of Pakistan
- Developing job descriptions and KPIs
- Recruitment and selection process
- Landscape of training and development in the public sector of Pakistan
- Performance Appraisal Process in the Public Sector: tips for the supervisory officers
- Ethical dilemmas in the public sector: misuse of resources, power and abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, initiate, execute and report disciplinary proceedings?
- Identifying and Monitoring Key Performance Indicators (KPI's)

### **Dealing Tax Matters in Government Departments**

- Overview of taxation system
- National Tax Framework
- Types of Taxes
- Pattern for submission of Taxes
- Pattern for Return/File of Tax
- Calculation of Taxes
- Promoting Tax Culture in Public and Private Sector