

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE**

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

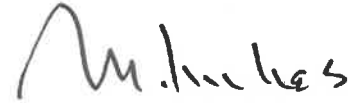
Islamabad, the 26<sup>th</sup> March 2021

**Subject:- TRAINING COURSES FOR 4<sup>TH</sup> QUARTER (APRIL-JUNE, 2020-21)**

Please find enclosed herewith a copy of self-explanatory letter No. 2(27-A) PPMI/PD/20-21 dated 9<sup>th</sup> February 2021 received from Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and special Initiative on the above mentioned subject for placing on the website of the Ministry for information.

2. Interested officers are requested to send their nomination, approved by the respective head of the Wing to HR-I Section.

Encl: **As above**



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

Database Administrator,  
Ministry of Commerce,  
**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

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2(27-A)PPMI/PD/20-21

Islamabad, the 9<sup>th</sup> February, 2021

**SUBJECT: TRAINING COURSES FOR 4<sup>TH</sup> QUARTER (APRIL – JUNE, 2020-21)**

Dear Sir/Madam, *السيد/السيدة*

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 organised during 4<sup>th</sup> Quarter (April – June, 2020-21).

S. No.	Course Name	Dates
1.	Primavera (Project Management Software)	5-7 April, 2021
2.	Project Management in Public Sector	24-28 May, 2021
3.	Managing Time and Cost Overrun in Projects: Module-VI (Managing Contracts in Projects)	7-11 June, 2021
4.	Project (PC-1) Preparation in Public Sector	14-18 June, 2021
5.	Microsoft Project	21-24 June, 2021

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/Organisations.

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/Organisations. In case, more than one nominations are to be made for a training course by an organisation, 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 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**.

Yours sincerely,

*Ali Shah*  
09/02/21

(DR. MUHAMMAD ALI NOOR)

Director General, PPMI

**Copy to:**

- SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Deputy Chairman, Planning Commission, Islamabad.
- SPS to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- APS to Joint Secretary (Admn), M/o Planning, Development & Special Initiatives, Islamabad.
- Section Officer (VI), Training Section, M/o Planning, Development & Special Initiatives Islamabad.

# BRIEF COURSE CONTENTS

## 4<sup>TH</sup> QUARTER (APRIL – JUNE, 2020-21)

### 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

### 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

### Managing Time and Cost Overrun in Projects: Module-VI (Managing Contracts in Projects)

- Introduction to Contract Management
- Negotiation Skills
- The Law and Contracts
- Procurement and Contracts
- Contract Essentials
- Provider Selection and Management
- Conflict Management
- Ethics Frameworks and Professionalism
- Sustainability
- Security
- Control and Reviews
- Change Control
- Alternative procurement arrangements/ modes such as PPP etc.
- Supply Chain Management

### 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

### Microsoft Project

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