GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
*****

No. 5 (2)2024-Admn-I/HR-I   Islamabad, the 29th March, 2024

CIRCULAR

SUBJECT: **TRAINING COURSE FOR 4TH QUARTER (APRIL-JUNE) 2023-24**

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2023-24 dated 12th March, 2023, received from Pakistan Planning and Management Institute (PPMI), 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 Ten (10 days) before commencement of training.

Encl: **As above**

(Aamir Waheed)
Section Officer (HR-I)

Database Administrator,
Ministry of Commerce,
Islamabad

No.2(27-A)PPMI/PD/2023-24   Islamabad, the 12th March, 2024

SUBJECT: TRAINING COURSES FOR 4TH QUARTER (APRIL - JUNE) 2023-24
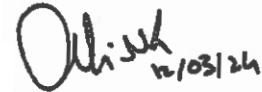
Dear Sir/Madam,   السلام علیکم

    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 4th Quarter (April-June) 2023-24.

S.No.	Course Name	Dates
1	Monitoring & Evaluation Techniques	17 - 19 Apr, 2024
2	Manual for Development Projects	6 - 10 May, 2024
3	Primavera, Project Management Software	15 - 17 May, 2024
4	Leadership in Public Sector	22 - 24 May, 2024
5	Projects on Result Based Management (RBM)	29 - 31 May, 2024
6	SCRUM & AGILE Project Management	5 - 7 Jun, 2024
7	Development of Key Performance Indicators (KPIs)	26 - 28 Jun, 2024

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. 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: 051-9269883.

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 but requires prior booking to avoid inconvenience. Request for booking may please be sent along with nominations.

Yours sincerely,

12/03/24

(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 Department, Punjab, KP. Balochistan, Sindh, GB & AJK

Monitoring and Evaluation Techniques

- 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

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

Projects on Result Based Management

- Result based Indicators
- SMART Indicator
- Designing and conducting RBM Monitoring
- LFA Model
- Making an effective RBM Plan

Manual for Development

- Processes & Procedures to Improve Project Management
- PC-I to PC-V Proforma
- Planning Commission Feasibility Study Requirements
- Sectoral Classification of Development Expenditure
- NEC Meetings
- Guidelines/Procedures for Preparation and Approval of Development Projects
- Concept Clearance Proposals – Policy Guidelines
- Guidelines by Finance Division for Release of Development Funds to the PSDP-Funded Projects
- Guidelines for the Appointment of an Independent PD
- Guidelines of Project Management Issues by Project Wing Planning Commission
- Functions of Federal Level DDWP
- Procedure for Approval of Self-Financing Development Schemes of Autonomous Organizations
- Notice Regarding Financial Discipline in Execution of Projects/Schemes
- Procedure for Fresh Approval of a Development Scheme in Case of More Than 15% Increase from Originally Approved Cost
- Instructions on Evaluation and Appraisal of Project

Leadership in Public Sector

- Leadership Traits
- Types of Leaders
- Leadership Managerial Roles
- Leading People
- Essence of Leadership
- Styles of Leadership
- Effective Leadership in Public Sector

SCRUM & AGILE Project Management

- Understanding Traditional Versus Agile Project Management
- Understanding of the Agile Manifesto
- Understand Scrum Overview
- Scrum Framework and Theory
- Understanding the Three Pillars
- Understanding the Scrum Roles
- Managing the Release Planning
- Understanding effective Users Stories
- Grooming The Product Backlog
- Working The Sprint Backlog
- Running The Sprint/Iteration
- Sprint/Iteration Review
- Sprint/Iteration Retrospective
- Collecting Artifacts
- Agile Methodologies

Development of Key Performance Indicators

- Identifying KPI's
- Challenges in Identifying KPIs
- Develop Strategic Themes and Results
- Generating Value with KPIs
- KPI Management
- Balanced Scorecard Techniques in dealing with KPI's