

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5 (2)2024-Admn-I/HR-I

Islamabad, the 11th September, 2024


CIRCULAR

SUBJECT: TRAINING COURSE FOR 2ND QUARTER (OCTOBER DECEMBER) 2024-24

Please find enclosed herewith a copy of self explanatory letter No. 2(27-A) PPMI/PD/2024-25 dated 3rd September 2024, 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


(Imran Ali)
Section Officer

**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

No.2(27-A)PPMI/PD/2024-25

Islamabad, the 3rd September, 2024

SUBJECT: TRAINING COURSES FOR 2ND QUARTER (OCTOBER - DECEMBER) 2024-25

Dear Sir/Madam,

السلامة والسلامة

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 2nd Quarter (October - December) 2024-25.

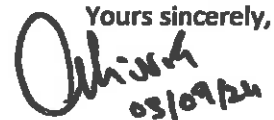
S. No.	Course Name	Dates
1	Development of Key Performance Indicators	2 - 4 October, 2024
2	Preparation of PC-I & PC-II	8 - 11 October, 2024
3	Projects on Result Based Management	16 - 18 October, 2024
4	Primavera - Project Management Software	23 - 25 October, 2024
5	Managing Triple Constraints in Projects	6 - 8 November, 2024
6	Leadership in Public Sector	27 - 29 November, 2024
7	Complete Project Cycle Management	2 - 6 December, 2024
8	Public Sector Contract & Procurement Management	11 - 13 December, 2024
9	Manual For Development Projects	16 - 20 December, 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 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,

05/09/24

(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, Puniab, KP, Baluchistan, Sindh, GB & AJK

BRIEF COURSE CONTENTS

2ND QUARTER (OCTOBER - DECEMBER) 2024-25

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 KPIs

Managing Triple constraints in Projects

- Introduction to Project Management
- Understanding scope, time & cost, & how they interrelate.
- Defining and Managing Scope
- Scope Change Management
- Identifying and addressing scope creep.
- Planning and Managing Time
- Project Scheduling
- Budgeting and Managing Costs
- Understanding cost management and its importance.
- Creating a project budget, including direct and indirect costs.
- Methods for estimating costs (e.g., analogous estimating, parametric estimating).
- Monitoring and controlling costs, including Earned Value Management (EVM).
- Handling Cost Overruns
- Balancing the Triple Constraints

Complete Project Cycle Management

- Planning Machinery, Processes & Procedures in Pakistan
- Overview of Planning Commission's Documents (PC-I to PC-IV)
- Project Preparation & Design (PC-I & PC-II)
- Project Approval
- Project Execution / Implementation
- Project Monitoring & Control (PC-III A&B, Monitoring report, Project profile etc.)
- Project Closure (PC-IV)

Manual For Development Projects

- 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 – Case of More Than 15% Increase from Originally Approved Cost
- Instructions on Evaluation and Appraisal of project

Preparation of PC-I & PC-II

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I & PC-II)
- 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 & Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) & Risk Analysis
- RBM Framework
- Determining RBM Indicators

Projects on Result Based Management

- Result Based Indicators
- SMART Indicators
- Designing and conducting RBM Monitoring
- LFA Model
- Making an Effective RBM Plan

Primavera - Project Management Software

- Introduction to Project Management & use of Software's i.e. MS Project & Primavera
- Introduction to Primavera
- Working on Primavera
- Managing resources using Primavera
- Project costing using Primavera
- Project tracking using Primavera

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

Public Sector Contract & Procurement Management.

- Introduction to Contract Management
- Ethics, Framework and Professionalism
- Essentials for Procurement and Contract Management
- Managing contract in Public Sector
- Contract evaluation and closure
- Managing changes in contracts
- Price Adjustment Formula
- Overview Procurement Cycle in Pakistan
- Public Procurement reforms and regulatory framework in Pakistan
- Public Procurement Rules
- Tendering Process under PPRA
- EPAD Orientation
- Contract Essentials
- Law and contracts
- Bidding and Tendering Process under PPRA
- Negotiation in contracts
- Conflict Management / Arbitration in Contracts