



GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
PLANNING AND DEVELOPMENT DIVISION
PAKISTAN PLANNING AND MANAGEMENT INSTITUTE

NFDC Building, St. No. 1, Sector H-8/1, Islamabad. Tel: 051-9258323, Fax: 051-9258324; 051-9259128
http://www.pc.gov.pk/ppmi

No.2(36)PPMI/PD/11

Islamabad, the 22nd February, 2012

Subject: TRAINING CALENDAR FOR 4TH QUARTER (APRIL – JUNE) OF 2011-12

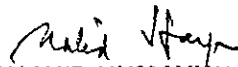
Dear Sir,

Pakistan planning and Management Institute (PPMI), Planning Commission, Government of Pakistan invites nominations of suitable officers in BPS-17 and above working on relevant assignments for the following courses to be organized in 4th quarter (April - June) of 2011-2012:

S.No.	Course Name	Dates
1.	Statistical and Mathematical Tools for Estimation of Major Economic Aggregates	9-13 April, 2012
2.	Public Financial Management System Reforms	24-25 April, 2012
3.	MS Project	29-30 May, 2012
4.	Project Risk Analysis and Management	11-14 June, 2012

- A brief synopsis of contents of the above courses and subjects to be discussed is enclosed.
- 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/Provincial Governments/Departments/Organizations.
- The nominations of relevant officers along with brief CV (one page) of nominee(s) must reach PPMI at least **10 days** before commencement of training course through concerned Ministries/Divisions/Departments/Organizations. In the case, more than one nominations are to be made for a training course by an organization; then priority must be clearly indicated as **Principal and Alternate Candidate**.
- Please also ensure that necessary **telephone contact number and fax number of nominating agency**, controlling officer and the nominee is given in the covering letter enabling PPMI for prompt communication.
- The nominee should report to PPMI for participation in training course only **after confirmation of his/her registration by PPMI**.

Yours faithfully,


(SHAHID HUMAYUN)
Director General
Tel: 051-9259121

MOST IMMEDIATE

No. 2(4)/2008-Admn-I
Government of Pakistan
Ministry of Commerce
<<<<<<

Islamabad, the 1st March, 2012

CIRCULAR

Copy of Pakistan Planning and Management Institute's letter No. 2(36)PPMI/PD/11, dated 22-02-2012 is forwarded with the request that nomination of suitable officers, duly approved by their respective officer may kindly be furnished to Admn-I Section at least 15 days before as the dates are mentioned against each course.


(MARIA KAZI)
Section Officer (Admn-I)

Contents of the courses to be organized during
4th Quarter (April – June) 2011-2012

1) Statistical and Mathematical Tools for Estimation of Major Economic Aggregates

(9-13 April, 2012)

- Estimation of National Income Accounts
- Estimation of Price Statistics
- Estimation of Poverty and Income Inequality
- Estimation of Fiscal Accounts
- Estimation of Monetary Accounts
- Estimation of Balance of Payments Accounts

2) Public Financial Management System Reforms

(24-25 April, 2012)

- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reform and harmonizing/aligning with donors requirements
- Reforms roadmap and management of reform processes

3) MS Project

(29-30 May, 2012)

- Basic Concepts in Project Management
- Introducing Office Project 2007
- Using Help
- Creating a Project
- Defining a Project
- Entering Project Tasks
- Organizing Project Tasks
- Scheduling Project Tasks
- Adding Links, Constraints, and Information to Tasks

Specifying and Assigning Resources in Project 2007

- Specifying Resources and Work Times
- Assigning Resources
- Changing and Controlling the Schedule
- Leveling Over allocated Resources
- Managing Costs.

Cont.. P.T.O...

Tracking and Reporting Progress

- Create a baseline for a project and interim plan
- Track project information for a task and use of correct task tracking method in a given scenario
- Prepare a project for tracking and recognize the functions of tracking tools
- Identify the tracking view to use in a given scenario
- Checking Progress of a project and display progress lines
- Selecting a View or Report and the available reporting options
- Changing Views and Reports and changing the appearance of the Gantt chart view
- Formatting and Printing a Report and identify the print options available from the Print Current View wizard

Advance Customization

- Customizing Settings and Toolbars
- Customizing Templates in the Project Global template and Enterprise template
- Customizing Fields and creating Custom Forms
- Customizing Tasks, Tables and Resources
- Using and creating WBS Codes

Project Data Management and Performance

- Importing and Exporting Data into and from a Project
- Sorting and option for sorting
- Applying Filters and creating custom Groups
- Updating Project Information the actual start, finish dates of a task
- Updating Actual Costs in a project
- Consolidating Projects and creating sub projects
- Sharing and Consolidating Resources and data

4) Project Risk Analysis and Management

(11-14 June, 2012)

- What do we mean by Risk / Uncertainty?
- Value of Risk Management
- Three (3) Components of Risk
- Types of Risk
- Risk Preferences and Perceptions
- Risk Identification Approach
- Qualitative and Quantitative Risk Analysis
- Sorting and Prioritizing Risks
- Risk Response Planning
 - Negative Risks or Threats
 - Positive Risks or Opportunities
 - Case Studies