



# "CREATING EXCELLENCE"

4(6)

GOVERNMENT OF PAKISTAN  
MINISTRY OF PLANNING, DEVELOPMENT AND REFORM  
**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/18-19

Islamabad, the 14<sup>th</sup> February, 2019

**SUBJECT: TRAINING COURSES FOR 4<sup>TH</sup> QUARTER (APRIL TO JUNE, 2019)**

Dear Sir/Madam, *السلامة عليكم*

Pakistan Planning and Management Institute (PPMI), Ministry of Planning, Development and Reform, 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 **4<sup>th</sup> Quarter (April to June, 2019)**:

S. No.	Course Name	Dates
1.	Project Management for PDs of PSDP Funded Projects	01-05 April, 2019
2.	Project Management (PC-I – PC-V)	15-19 April, 2019
3.	A Project Manager's Guide for Government Projects	23-25 April, 2109
4.	M.S. Project	19-21 June, 2019
5.	Public Procurement Policies and PPRA Rules	25-28 June, 2019

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 not 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 overleaf. **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 the training course only **after confirmation of his/her nomination by PPMI**. Hostel facility is also available at PPMI on payment.

Your Sincerely,

*J/S (E) S.2.*  
**AFKAR HASAN**  
Secretary

*23*  
15/2/19  
**DR. MUHAMMAD ALI NOOR**  
Director General, PPMI

*23*  
15/2/19  
**Nadeem Ahmed Bhatti**  
Joint Secretary (E)

*As directed on similar  
circulante.*

**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

**Copy to:**

- SPS to Minister/Deputy Chairman, Planning Commission, Islamabad.

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
**(Training Section)**  
\*\*\*\*\*

PPMI

No.4(6)Trg/Estb-IV/PDR/2018

Islamabad, the 25<sup>th</sup> February, 2019

The nomination should reach this Section Five (05) days before the course begins.

*Ayesha Javed*

**(Ayesha Javed)**  
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

Office of Secretary  
Dy. No: 8378  
Date: 15-2-19

S.S (Establishment)  
460  
Dy. No: 15-2-19  
Date: 15-2-19

Office  
15-2-19

## BRIEF COURSE CONTENTS 4<sup>TH</sup> QUARTER (APRIL - JUNE, 2019)

### Project Management for PDs of PSDP Funded Projects

- Overview of Project Management
- Project Management Framework
- Project Integration Management
- Project Quality
- Project Cost
- Project Scheduling Discipline
- Project Result Based Management Discipline
- Project Risk Discipline
- Project Human Resource Management Discipline
- Project Monitoring, Evaluation and Control Discipline
- Team Building
- Audit and Accounts Management
- Procurement and Tendering

### Project Management (PC-I – PC-V)

- Overview of Project Management Cycle
- Preparation of PC-I & PC-II (Feasibility Studies)
- Preparation of PC-III & Monitoring Progress
- Preparation of PC-IV & Evaluation
- Preparation of PC-V Post Evaluation
- Project Appraisal & Approval
- Introduction to Project Appraisal concepts, tools and techniques
- Financial/Economic/Analysis
- Risk Analysis
- Logical Framework Analysis (LFA)
- RBM Framework
- Determining RBM indicators

### M.S. 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

### A Project Manager's Guide for Government Projects

- Overview of Project Management
- International Project Management Standards
- Existence and Development of Project Management Standards for Government Projects
- Project Management Context
- Project Management in Government Context
- Levels of Government
- Project Life Cycle and Organization
- Project Stakeholders
- Organizational Influences
- The Standard for Project Management
- PM Process Groups
- PM Knowledge Areas
- Manual of Development Projects and PM Guideline by M/o PD&R
- Applicability of PC I-V in comparison with international standards
- Use of PM software and PMES by Government Office

### Public Procurement Policies and PPRA Rules

- Overview of Procurement Life Cycle
- Public Procurement Reforms/Regulatory Framework in Pakistan
- Public Procurement Rules 1-51
- Procurement Processes: Key Documentations, Tendering, Evaluation and awarding of contracts including Supplier Selection, Proposed Evaluation Contract Preparation, Bid Evaluation and Award
- How to develop TORs for hiring the services of consultants?
- Procurement Guidelines in the Perspective of Foreign-Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of credits

- Train key government experts in the fields of finance and tax policy needed by the developing countries
- Share Korea's economic development experience and train experts who can contribute to global economic development
- Raise understanding of finance and tax policies in Korea



**Pakistan Institute of Development Economics**  
 Quaid-i-Azam University Campus, P.O. Box 1091, Islamabad  
 (Project Evaluation & Training Division)

Usman Mustafa, Ph.D.  
 Chief of Training Program

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 E-mail : usman@pide.org.pk  
 usman1811@gmail.com  
 Web : http://www.pide.org.pk

Office of the Secretary  
 Dy. No. 2288  
 Date: 13.02.2019

*JS (A)*  
*13.2.19*  
**ZAFAR HASAN**  
 Secretary

*13/2/19*  
 PM&E-18/19  
 February 11, 2019

All the Federal and Provincial Government Departments,  
 Autonomous Agencies, State-owned Enterprises,  
 Financial Development Corporations, Non-governmental Organizations,  
 Private Sector Enterprises of Pakistan and of Government of AJ&K

**SUBJECT: Training Course on "Project Monitoring and Evaluation" (April 15-27, 2019 Islamabad)**

Dear Sir/Madam

The Pakistan Institute of Development Economics (PIDE) is organizing the subject course for the officers of BPS 17 and above of the Federal/Provincial Governments and Autonomous development agencies at PIDE premises. The objective of the course is to refresh the knowledge of development planners and managers in the area of "Project Monitoring and Evaluation"(PM&E). It will enhance acquaintance and improve the skills of development practitioners in planning, organizing, monitoring, implementing, and evaluating the projects effectively and efficiently.

In this connection, I am enclosing the Course Brochure, which provides details about the course along with the Application Form.

You are requested to nominate relevant officers from your Ministry/Department to participate in this Training Course. The nominations will be entertained on first come first serve basis. Female participation will specially be encouraged. Annual training program schedule is also attached. Please visit to our website: <http://www.pide.org.pk> for further information.

Nominations/Application Forms of candidates must reach PIDE, Quaid-i-Azam University Campus, P.O. Box 1091, Islamabad, at the earliest but not later than April 12, 2019.

Yours sincerely,

*Usman Mustafa*  
 (Prof. Dr. Usman Mustafa)

*will not provide any funding. Circulate, Plz.*  
*13-2-19*  
*16/5*  
*13/2/19*

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM**  
 (Training Section)

PIDE

No.4(2)/Trg/Estb-IV/PD/2018

Islamabad, the 25<sup>th</sup> February, 2019

The nomination should reach this Section latest by 5<sup>th</sup> April, 2019. The Ministry will not provide funding.

*Ayesha Javed*  
 (Ayesha Javed)  
 Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev. Communications) is requested to enter/display the subject circular on Planning Commission's website

