



"CREATING EXCELLENCE"

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 15th August, 2018

SUBJECT: TRAINING COURSES FOR 2ND QUARTER (OCTOBER TO DECEMBER, 2018)

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 2nd Quarter (October To December, 2018):

S. No.	Course Name	Dates
1.	Time Management	03-05 Oct, 2018
2.	Project Management for PDs of PSDP Funded Projects	08-12 Oct, 2018
3.	Project Discipline	29-31 Oct, 2018
4.	Managing Legal Affairs/Issues in Government Departments	05-08 Nov, 2018
5.	Project Monitoring and Evaluation System (PMES) Software Cash/Work Plan	28-29 Nov, 2018
6.	Public Procurement Policies and PPRA Rules	04-07 Dec, 2018
7.	Preparation of PC-I	11-13 Dec, 2018
8.	Dealing Tax Matter in Government Departments	19-21 Dec, 2018
9.	M.S. Project	26-28 Dec, 2018

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 enclosed. **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.

Yours sincerely,

Ali Noor
(DR. MUHAMMAD ALI NOOR)
Director General, PPMI

Encl: As Above

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:

JCS (Admin)
By No. 698
24-9-18

Please circulate
CSO (CPL)
24/9
25/9

Received 25/9/18

BRIEF COURSE CONTENTS 2ND QUARTER (OCTOBER - DECEMBER, 2018)

Time Management

- Overview of Time Management, (Getting started, Clearing the clutter, Time Management Worksheets)
- Objectives and Goals (Objectives Prioritizing activities-urgency and importance)
- Evaluate Current Usage of time (Keeping a time log, Identifying personal time, dealing with interruptions)
- Organizing Work (Daily/Weekly Planning, Effective Time Management systems, The Action Priority Matrix)
- Delegation (Leadership and Time Management, How to delegate effectively, Developing, different styles for different people)
- Continuous Improvement (Developing and maintaining Time Management habits, Managing interruptions, Managing time insensitive people)
- Managing time for Multiple Priorities (Handling multiple and conflicting priorities, dealing with tight deadlines and stress, Learning to avoid over-commitment, Utilize time management shortcuts to work smarter, better, faster)

Project Discipline

- Project Management Framework
- Project Scope Discipline
- Project Time Discipline
- Project Cost Discipline
- Project Integration
- Project Quality Discipline
- Project Human Resource Management Discipline
- Project Communications Discipline
- Project Risk Discipline
- Project Procurement Discipline
- Project Stakeholder Discipline
- Professional Responsibility (Ethics)
- Result Based Management Principles
- Result Matrix
- Log Frame Analysis (LFA) Matrix

Project Monitoring and Evaluation System (PMES) Software Cash/Work Plan

- Development of Project Profile as per PC-I
- Tools for Project Planning and Control (Cash/Work plan)
- Tracking progress and reporting issues (PC-III A, PC-III B)
- Financial/Physical requirements of projects as per ministries priorities (Cash/Work Plan)
- Quick access to progress and issues in Projects
- Professional monitoring (Project Scope, Plans, Progress, Issues etc.)
- Overall progress of PSDP projects

Project Management for PDs of PSDP Funded Projects

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

Managing Legal Affairs/Issues in Government Departments

- Preparation of Para-Wise Comments/Replies of:
- The writ petitions in High Courts.
- Constitutional petitions filed in the Supreme Court, High Courts, Federal & Provincial Ombudsman, Ombudswoman Forums, Services Tribunals, Services Appellate Forums.
- Cases hit-by Article-212 of the constitution of Pakistan relating to service matters. Terms & conditions of service of the employees of Government, Semi-Government, Autonomous Bodies, Bodies corporate e.g corporations etc.
- Cases filed by the different private entities against government, representatives of Govt. bodies e.g. contractors etc.
- Steps For Preparation of Replies/Para-wise Comments To Plaints, Complaints, Suits, Petitions Filed In Courts of Law
- Facts of the case (summary)
- Preliminary objections
- Legal objections
- Validity under the Law/Jurisdiction
- Question of maintainability, sustainability and entertain ability to take up for hearing.
- Locus standi of the petitioners etc.
- Process to follow/Persuit the cases in different courts of law.
- Procedure for submission of written reply/para-wise comments into the courts of law.
- Procedure for submission cases to ministry of law, justice and human rights division for appointment of counsel.

BRIEF COURSE CONTENTS

2ND QUARTER (OCTOBER - DECEMBER, 2018)

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

Preparation of PC-I

- Defining Project Objectives and Scope
- Linking Objectives to Vision and Plan
- Project Schedule Development
- Project Cost Estimation
- Developing RBM Indicators
- Project Implementation Strategy
- Logical Framework Analysis (LFA)
- PC-I Preparation/Practical Exercise

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

Dealing Tax Matters in Government Departments

- Overview of taxation system
- National Tax Framework
- Types of Taxes
- Pattern for submission of Taxes
- Pattern for Return/File of Tax
- Calculation of Taxes
- Promoting Tax Culture in Public and Private Sector