

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
( Quality Assurance – I Section )

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**C I R C U L A R**

**SUBJECT:- TRAINING COURSES FOR 2<sup>nd</sup> QUARTER (OCTOBER - DECEMBER, 2020)**

Pakistan Planning and Management Institute(PPMI), Ministry of Planning, Development and Reforms, Islamabad requested, vide letter No.2(27-A)PPMI/PD/20-21 dated 07-09-2020, for nominations of suitable **officers in BPS-17 and above** working on relevant assignments for the following courses:-

| S.#.  | Course Name  | Dates & Time    | Date of Submission |
|-------|--|-----------------|--------------------|
| i)    | Project Contract and Procurement Management  | 06-09 Oct, 2020 | 30-09-2020         |
| ii)   | Project (PC-I) Preparation in Public Sector  | 12-16 Oct, 2020 | -do-               |
| iii)  | Project Management in Public Sector.   | 19-23 Oct, 2020 | 09-10-2020         |
| iv)   | Managing Time and Cost Overrun in Projects: Module-II (Project Estimation & Cost Management) | 26-30 Oct, 2020 | -do-               |
| v)    | Time Management  | 04-06 Nov, 2020 | 26-10-2020         |
| vi)   | Primavera (Project Management Software)  | 11-13 Nov, 2020 | -do-               |
| vii)  | Project Monitoring and Evaluation System (PMES) Software for PSDP Funded Projects            | 18-20 Nov, 2020 | 06-11-2020         |
| viii) | Monitoring and Evaluation of Development Projects  | 24-27 Nov, 2020 | -do-               |
| ix)   | Project on Result Based Management   | 02-04 Dec, 2020 | 20-11-2020         |
| x)    | Managing Time and Cost Overrun in Projects: Module-III (Project Human Resource Management)   | 16-18 Dec, 2020 | 30-11-2020         |
| xi)   | Project Discipline   | 28-31 Dec, 2020 | 11-12-2020         |

2. Interested officers of Finance Division are requested to forward their nominations for the above mentioned courses alongwith brief CV(one page), duly recommended by AFS/head of the Wing concerned by the above mentioned dates to QA-I Section. The mode of training whether online or face to face will be communicated at the time of confirmation to nominees.

  
(Sania Akram Khan)  
Section officer(QA-I)  
Ph: 9208523

All Officers of Finance Division, Islamabad  
Finance Division's U.O No.F.3(7)QA-I/2014 /499

dated 21-09-2019

Copy to:-

- ⇒ Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.

# BRIEF COURSE CONTENTS

## 2<sup>nd</sup> QUARTER (OCTOBER – DECEMBER, 2020-21)

### Project Contract and Procurement Management

- Overview of the Procurement Management
- Contract Management in Donor Financed Projects
- Legal Aspects of Reconciliation, Dispute Resolution and Arbitration
- Role and responsibility of the Engineer under standard-form of FIDIC contracts
- Contract Management (Works)
- Procurement & Contract Management (Goods)
- Contract Evaluation, Closure and Post Contract activities in context of PPRA Rules

### Project (PC-I) Preparation in Public Sector

- Overview of Project Management
- Project Documents preparation of PC-I& PC-II
- Project Appraisal & Approval:
- Introduction to Project Appraisal concepts, tools and techniques
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Risk Analysis
- Logical Framework Analysis (LFA)
- RBM framework
- Determining RBM indicators

### Project Management in Public Sector

- Overview of Project Management Cycle
- Project Documents preparation of PC-I & PC-II
- Project Appraisal & Approval:
- Introduction to Project Appraisal concepts, tools and techniques
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Risk Analysis
- Logical Framework Analysis (LFA)
- RBM framework
- Determining RBM indicators

### Monitoring & Evaluation of Development Projects

- Essentials of Monitoring and Evaluation (M&E)
- Designing & Implementing M&E System
- Performance Monitoring & Evaluation
- Developing a Monitoring Plan
- Project Evaluation
- Data Management & Information Use

### Managing Time and Cost Overrun in Projects: Module-II

#### (Project Estimation & Cost Management)

- Introduction to Estimation Tools & Techniques
- Analogous Estimating
- Bottom Up Estimating
- Parametric Modeling
- Simulation
- Earned Value Analysis
- Agile Approaches to Estimating
- Cost Management
- Resource Planning
- Determining the Resources
- Impacts on Cost
- Cost Estimating
- Contract Implications
- Applying Rates
- Including Indirect Costs
- Cost Extensions
- Cost Budgeting
- Earned Value Analysis
- Applying the Costs Across the Project
- Project Accounting
- Financial & Cost Management
- Budgeting & Control
- Change Control

### 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)

**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

**Project on Result Based Management**

- Overview of the Result Based Management
- Result Based Indicators
- SMART Indicator
- Designing and conducting RBM Monitoring
- LFA Model
- M&E and Project Management Cycle
- Overview of M&E System
- Result Based Management Logical Framework

**Project Monitoring and Evaluation System (PMES)  
Software for PSDP Founded Projects**

**For Project Directors/Project Implementing Authorities:**

- Firmness and clarity of scope as per PC-1 ( Profile)
- Provides tools for Project Planning and Control (Cash/Work plan)
- Track progress and report issues (PC-III A, PC-III B)

**For Controlling Ministries:**

- Approve Financial/Physical requirements of Projects as per ministries priorities (Cash/Work Plan)
- Have a quick access to progress and issues in their project

**For Planning Division:**

- A platform for professional monitoring (Project Scope, Plans, Progress, Issues etc)
- Overall progress of PSDP projects
- Repository for projects
- Projects synopsis and PSDP projects performance analysis (Single Pager Dashboard)

**Managing Time and Cost Overrun in Projects:  
Module-III  
(Project Human Resource Management)**

- The Nature of Human Resources
- Strategic Human Resource Planning and Staffing
- Recruitment and Selection
- Training and Development/Career Planning
- HR Performance Management and Measurement
- Compensation, Rewards and Benefits.
- Safety, Health, and Wellness
- Managing Employee Turnover & Human Resource Retention

**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
- Log Frame Analysis (LFA)