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No.2(27-A)PPMI/PD/2025-26   Islamabad, the 25ᵗʰ August, 2025

SUBJECT: **TRAINING COURSES FOR 2ND QUARTER (OCTOBER - DECEMBER) 2025-26**

Dear Sir/Madam,   السَّلاَمُ عَلَيْكُم

      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) 2025-26.**

S. No.	Course Name	Course Date
1	Projects on Result Based Management	8 - 10 October, 2025
2	PIMA - Climate Change and Sustainable Development	15 - 17 October, 2025
3	Project Appraisal & Risk Management	22 - 24 October, 2025
4	Primavera (Project Management Software)	5 - 7 November, 2025
5	Complete Project Cycle Management	10 - 14 November, 2025
6	Development of Key Performance Indicators	19 - 21 November, 2025
7	Budgeting & Financial Management in Public Sector	26 - 28 November, 2025
8	Manual for Development Projects	1 - 5 December, 2025
9	Leadership in Public Sector	10 - 12 December, 2025
10	Time Management	17 - 19 December, 2025

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 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 **Training Coordinator, 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,

(SAJID ALI)
Programme Officer, PPMI

DISTRIBUTION:
i.   Secretaries of Ministries/Divisions.
ii.   Chief Secretaries of Provinces/AJK/G.B.
iii.   Additional Chief Secretaries of Provinces/AJK/GB.
iv.   Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
v.   Secretary, Planning and Development Department, Punjab, KP, Baluchistan, Sindh, GB & AJK

Copy to:
- SPS to Minister, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Deputy Chairman, Planning Commission, Islamabad.
- SPS to Secretary, M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary (A&O), M/o Planning, Development & Special Initiatives, Islamabad.
- SPS to Additional Secretary (D&SI, M/o Planning, Development & Special Initiatives, Islamabad.
- APS to Joint Secretary (Org/Lit), M/o Planning, Development & Special Initiatives, Islamabad.
- Section Officer (VI), Training Section, M/o Planning, Development & Special Initiatives, Islamabad.
- Assistant Director (IT Wing), M/o PD&SI for uploading of M/o Planning, Development & Special Initiatives, Islamabad.

BRIEF COURSE CONTENTS
2ND QUARTER (OCTOBER - DECEMBER) 2025-26

Projects on Result Based Management

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

PIMA-Climate Change and Sustainable Development

- Understanding Climate Change
- Global Sustainability Frameworks
- Holistic View of Climate & Sustainable Development
- Mainstreaming Climate Change into Development Process in Pakistan
- Ecosystem Services & Climate Change
- Gender, Climate Change & Disaster
- Sustainable Development in a Changing Climate
- Climate Change Governance: Theory, Practice & Emerging Frontiers
- Pakistan's Climate Change, Concerns & Vulnerability

Project Appraisal and Risk Management

- Importance of Appraisal in Project Preparation Phase
- Project Cost Estimation
- Project Appraisal/CBA
- Project Economic Analysis
- Project Financing and Financial Sustainability of Projects
- Project Unit Cost Analysis
- Foundations of Uncertainty & Risk
- Risk Assessment, Mitigation & Management Techniques
- Project Risk and Sensitivity Analysis
- Feedback & Satisfaction Survey

Primavera - Project Management Software

- Introduction to Project Management & use of Software's i.e. Primavera
- Introduction to Primavera
- Working on Primavera
- Managing Resources using Primavera
- Project Costing using Primavera
- Project Tracking using Primavera

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)

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

Budgeting and Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing Strengths & weaknesses of PFM Systems
- Pros & Cons of PFM Reforms & harmonizing/aligning with Donors requirements
- Reforms Roadmap & Management of Reform Processes
- Preparation of Financial Statement & Interpretations
- Case Study of PIFRA
- Introduction to General Financial Rules (GFR)
- PFM Act, 2019

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

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

Time Management

- Overview of Time Management (How good is your time management?, Getting started, Clearing the clutter, Time Management Worksheets)
- Objectives and Goals(Objectives - where do you want to be, Prioritizing activities - urgency and importance)
- Evaluate Current Usage of time (Keeping a time log, Identifying your personal time wasters, Dealing with interruptions)
- Organizing Your Work (Daily/weekly planning. Effective time management systems. The Action Priority Matrix)
- Delegation (Leadership and Time Management, How to delegate effectively, Developing your staff, Different styles for different people)
- Continuous Improvement (Developing and maintaining your time management habits, Managing interruptions, Managing disorganized people)