



"CREATING EXCELLENCE"

GOVERNMENT OF PAKISTAN

MINISTRY OF PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES

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/2026-27

Islamabad, the 22nd June, 2026

SUBJECT: TRAINING COURSES FOR 1ST QUARTER (JULY - SEPTEMBER) 2026-27

Dear Sir/Madam, السيادة الكريمة

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 1st Quarter (July - September) 2026-27.

S.No.	Course Name	Course Date
1	Strategic Human Resource Management in the Public Sector	14 - 16 July, 2026
2	Results-Based Monitoring, Evaluation & Learning for Development Projects	21 - 23 July, 2026
3	Emerging Trends in Project Management: The Inevitable Role of Artificial Intelligence (AI)	28 - 30 July, 2026
4	Integrated Project Management Life Cycle	3 - 6 August, 2026
5	Climate Action and Sustainable Development-Implementation Framework	11 - 13 August, 2026
6	Microsoft Project (Project Management Software)	18 - 20 August, 2026
7	Budgeting & Financial Management in Public Sector	1 - 3 September, 2026
8	Public Procurement Policies & Rules	7 - 10 September, 2026
9	Preparation of PC-I & PC-II	15 - 17 September, 2026
10	Manual for Development Projects	21 - 24 September, 2026

- 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.
- 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**.
- 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 **Mr. Waqar Muhammad, Training Coordinator, PPMI** may be contacted at **ppmicoordinator@gmail.com** and on **Ph: 051-9269883**.
- 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,

(DR SAJID ALI)

Programme Officer, PPMI

DISTRIBUTION:

- Secretaries of Ministries/Divisions.
- Chief Secretaries of Provinces/AJK/G.B
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- Heads of Public Sector/Autonomous/Semi-Autonomous Organizations & Universities.
- 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
1ST QUARTER (JULY – SEPTEMBER) 2026-27

Strategic Human Resource Management in the Public Sector

- Framework of HRM in the Public Sector of Pakistan
- Developing Job Descriptions & KPIs
- Recruitment & Selection Process
- Training and Development of HR
- Performance Appraisal Process: Tips for the Supervisory Officers
- Ethical Dilemmas: Misuse of Resources, Power & Abuse
- Leave Rules and Retirement/Pension Rules
- How to frame, Initiate, Execute & Report Disciplinary Proceedings?
- Identifying & Monitoring Key Performance Indicators (KPI's)

Microsoft Project (Project Management Software)

- Introduction to MS Project
- Project Scheduling
- WBS, Gantt Chart, CPM / PERT
- Resource Assignment
- Resource Leveling
- Tracking
- Reporting
- Crashing
- Earned Value Analysis

Results-Based Monitoring, Evaluation & Learning for Development Projects

- Result Based Indicators
- SMART Indicators
- Designing and conducting RBM Monitoring
- LFA Model
- Making an Effective RBM Plan
- **Essentials of Monitoring and Evaluation (M&E)**
 - M&E Overview
 - Main difference between Monitoring & Evaluation
- **Designing & Implementing M&E System**
 - Place of M&E in the Project Management Cycle
 - M&E Frameworks- Logical
- **Performance Monitoring & Evaluation**
 - Performance Indicators
 - Performance Monitoring & Evaluation
- **Project Evaluation**
 - Basic of Evaluation
 - Types of Evaluations
- **Data Management & Information Use**
 - Identifying types of Data
 - Data Collection & Analysis

Budgeting & Financial Management in Public Sector

- Overview of Public Financial Management
- Diagnosing strengths and weaknesses of PFM systems
- Pros and cons of PFM reforms & harmonizing/aligning with donors requirements
- Reforms roadmap and management of reform processes
- Preparation of financial statement and interpretations
- Case study of PIFRA
- Introduction to General Financial Rules (GFR)
- PFM Act, 2019

**Emerging Trends in Project Management:
The Inevitable Role of Artificial Intelligence (AI)**

- Introduction to Modern Project Management
- Agile and Scrum: The Current Industry Standard
- Artificial Intelligence in Project Management
- AI-Powered Tools in Agile and Scrum
- Enhancing Decision-Making with Predictive Analytics
- Virtual Project Assistants and Chatbots
- Benefits of Integrating AI in Agile Project Management
- Challenges and Ethical Considerations
- Case Studies / Real-World Applications
- The Future Outlook of AI in Project Management

Public Procurement Policies and 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?
- Transportation Management in Contracting
- Procurement Guidelines for the Perspective of Foreign- Funded Projects
- Post – Procurement Reviews
- Bidding document preparations: Case study
- Letter of Credits
- EPADS

Integrated Project Management Life Cycle

- 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)

Preparation of PC-I & PC-II

- Planning Machinery, Processes and Procedures in Pakistan
- Orientation on Project Preparation Document (PC-I & PC-II)
- Project Documents preparation of PC-I & PC-II
- Role & Importance of Appraisal in Project Cycle Management
- Introduction to Project Appraisal concepts, tools & techniques
- Programme Evaluation & Review Technique (PERT)
- Approval of Project
- Financial/Economic/Unit Cost Analysis
- Logical Framework Analysis (LFA) & Risk Analysis

Climate Action & Sustainable Development Implementation Framework

- Climate PIMA: Making Public Investment Green & Resilient
- Benefits of undertaking a CPIMA
- CPIMA Activities
- Green Public Financial Management (Green PFM)
- What is Green Public Financial Management (PFM)?
- A Holistic View of Green PFM Practice
- Activities relating to Green PFM
- Fiscal Risks from Climate Change
- Tool for Fiscal Risks from Climate Change
- Climate Macroeconomic Assessment Program (CMAP), Climate Policy Assessment Tool (CPAT)

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
- Guidelines/Procedures for Preparation & 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
- 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 & Appraisal of Project