HPC projects module user manual

Version 0.3, 13 September 2018

Contents

1 Summary

The HPC projects module is part of the HPC tools suite. It enables users to create projects and submit them for review and approval for inclusion within response plans. Projects submitted to a plan follow a basic workflow for approval by cluster leads. A plan lead manages the overall process. Each plan can have a set of customized fields specified for projects that wish to be a part of them.

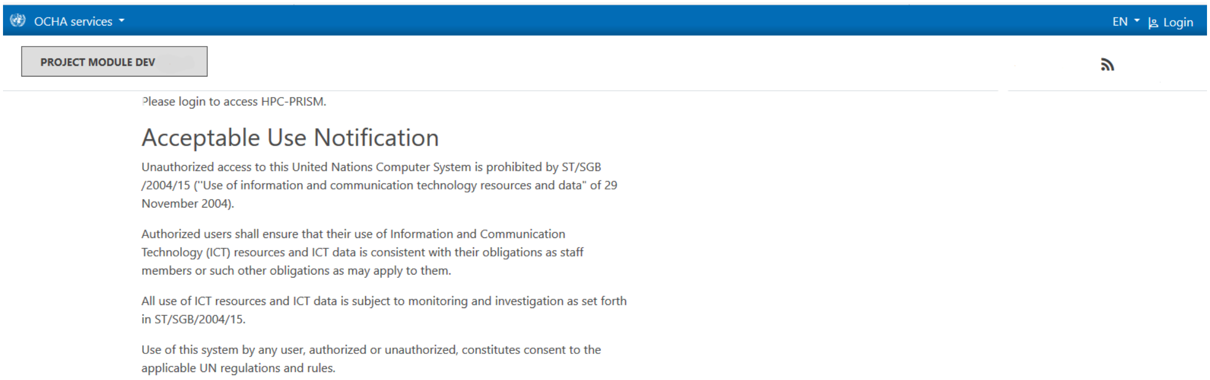
The Response Planning and Monitoring (RPM) tool is the companion module which is used by plan leads and cluster leads to manage plans' logical frameworks, which can be then referenced by projects. Projects that are accepted and approved for publication in a plan can then referenced or viewed publicly via the HPC tools suite (e.g. Financial tracking system, FTS).

2 User login and registration

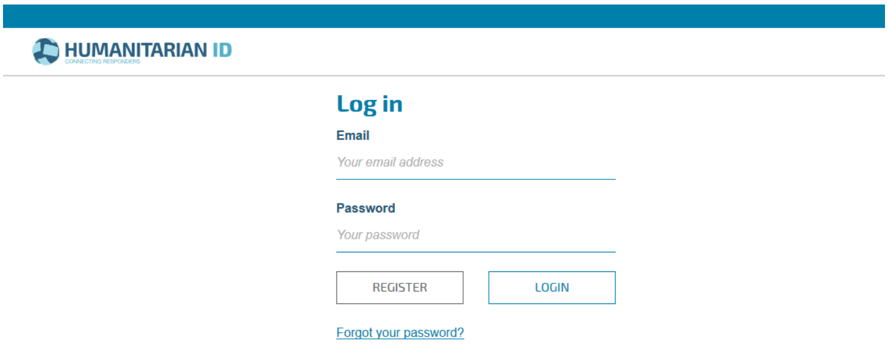
All users of the projects module must log into the application with a Humanitarian ID (HID) account.

2.1 If you already have an HID account

click on login, and then enter your email and password, and then click on login.

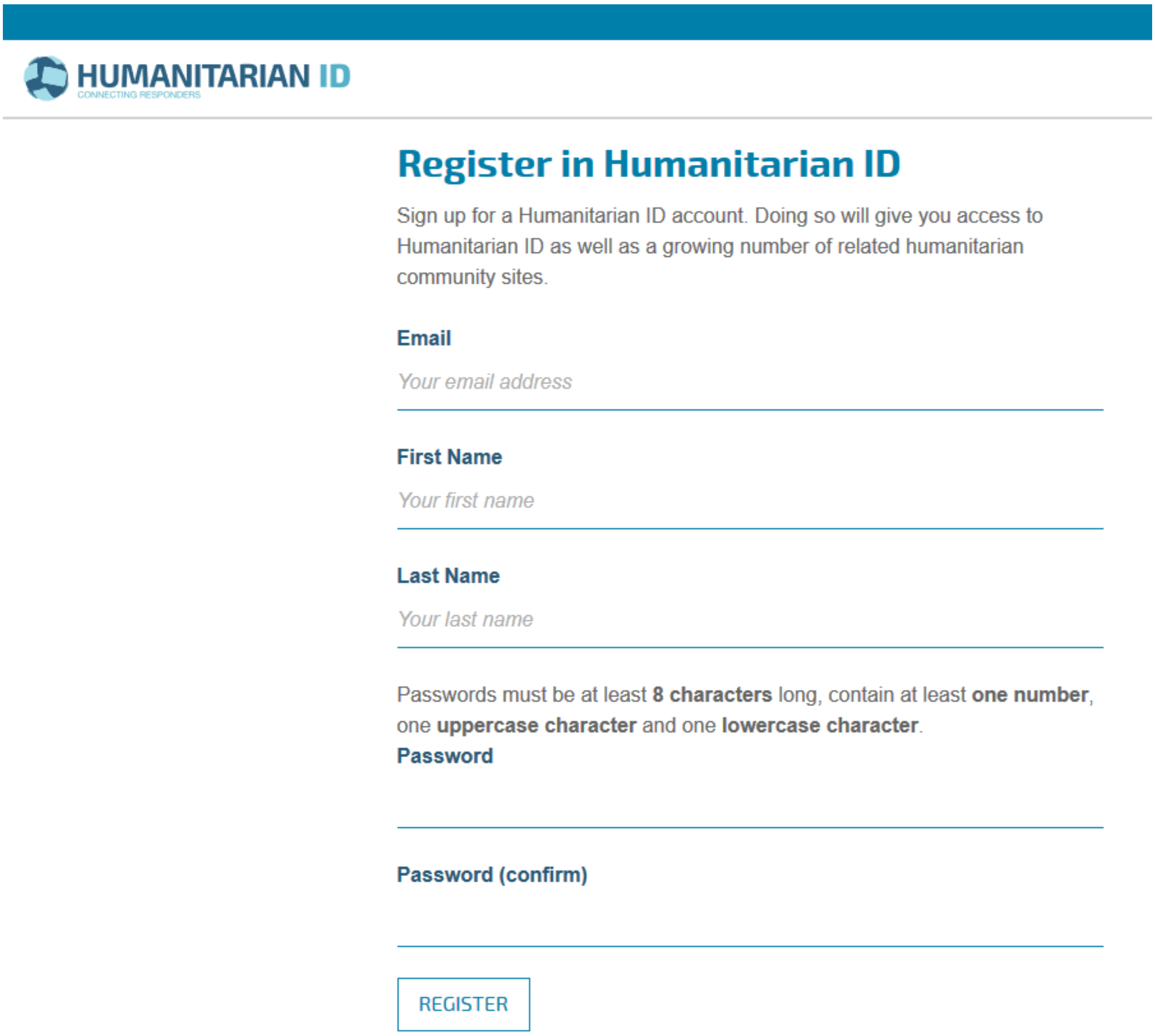


After clicking on the login button you will be directed to HID to enter your details:



2.2 If you do not have an HID account

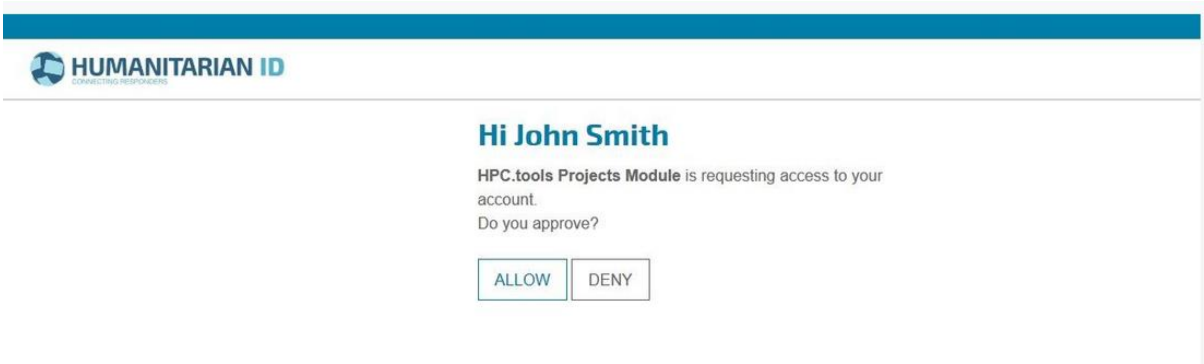
Click on login, and then click on the “register” button



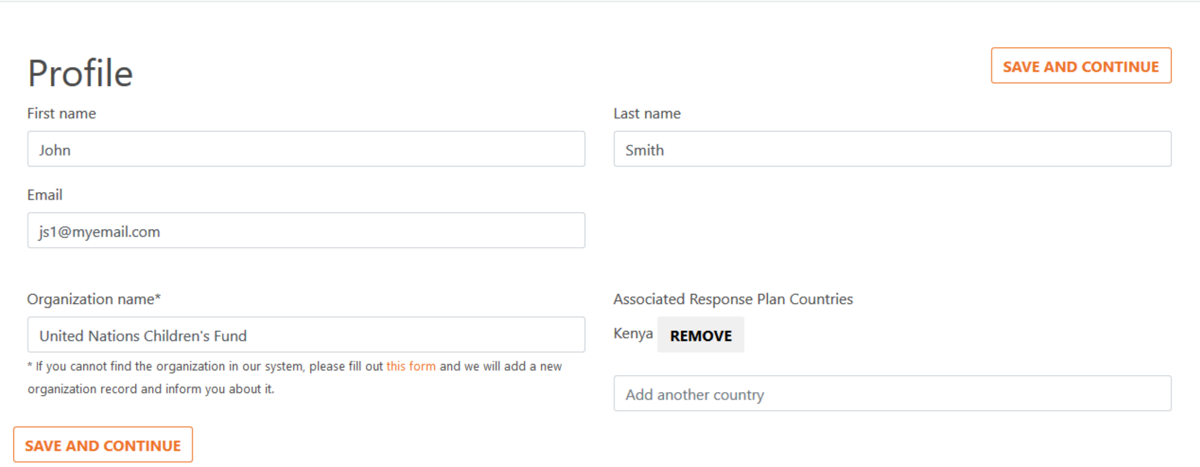
Fill out the details and click register. You will then receive a confirmation email from HID to verify you address. Open the email and click on the link. Now return to PRISM, click login, and enter your email and password to login.

2.3 Approving access to HID and entering the project module for the first time

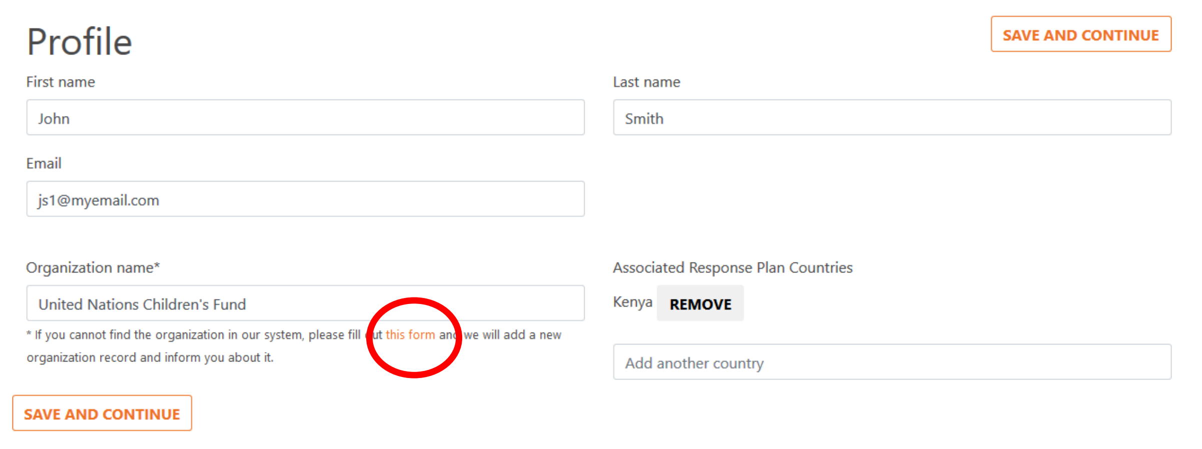
You will then be asked if you want to allow HPC project module to access your HID details. Click "Allow"



You will now see the "User profile screen". You must fill out your organization and the country in which you are working in. Start typing into the box and the system will try to find a match for your organization and country. Note that you may select more than one country. When complete, click "save and continue" and you will be directed to the map screen.



If you cannot find the organization you are looking for, then click on the link circled below, where you will be directed to a form to fill out.



Profile

SAVE AND CONTINUE

First name: John

Last name: Smith

Email: js1@myemail.com

Organization name*: United Nations Children's Fund

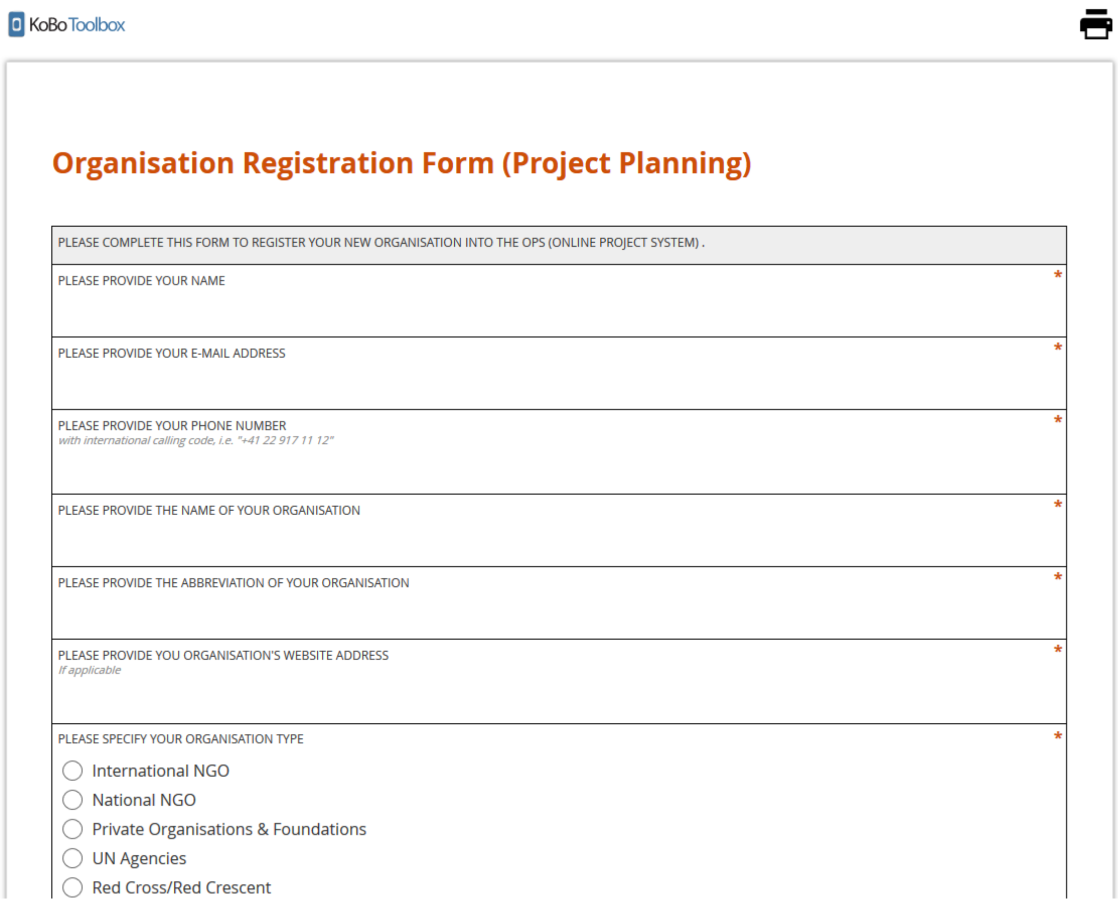
* If you cannot find the organization in our system, please fill out this form and we will add a new organization record and inform you about it.

Associated Response Plan Countries: Kenya REMOVE

Add another country

SAVE AND CONTINUE

We will review your submission and add the organization for you and inform you by email. You will not be able to proceed until you have added this organization, so you will have to return to the HPC projects module after you have received this confirmation.



KoBoToolbox

Organisation Registration Form (Project Planning)

PLEASE COMPLETE THIS FORM TO REGISTER YOUR NEW ORGANISATION INTO THE OPS (ONLINE PROJECT SYSTEM) .

PLEASE PROVIDE YOUR NAME *

PLEASE PROVIDE YOUR E-MAIL ADDRESS *

PLEASE PROVIDE YOUR PHONE NUMBER *
with international calling code, i.e. "+41 22 917 11 12"

PLEASE PROVIDE THE NAME OF YOUR ORGANISATION *

PLEASE PROVIDE THE ABBREVIATION OF YOUR ORGANISATION *

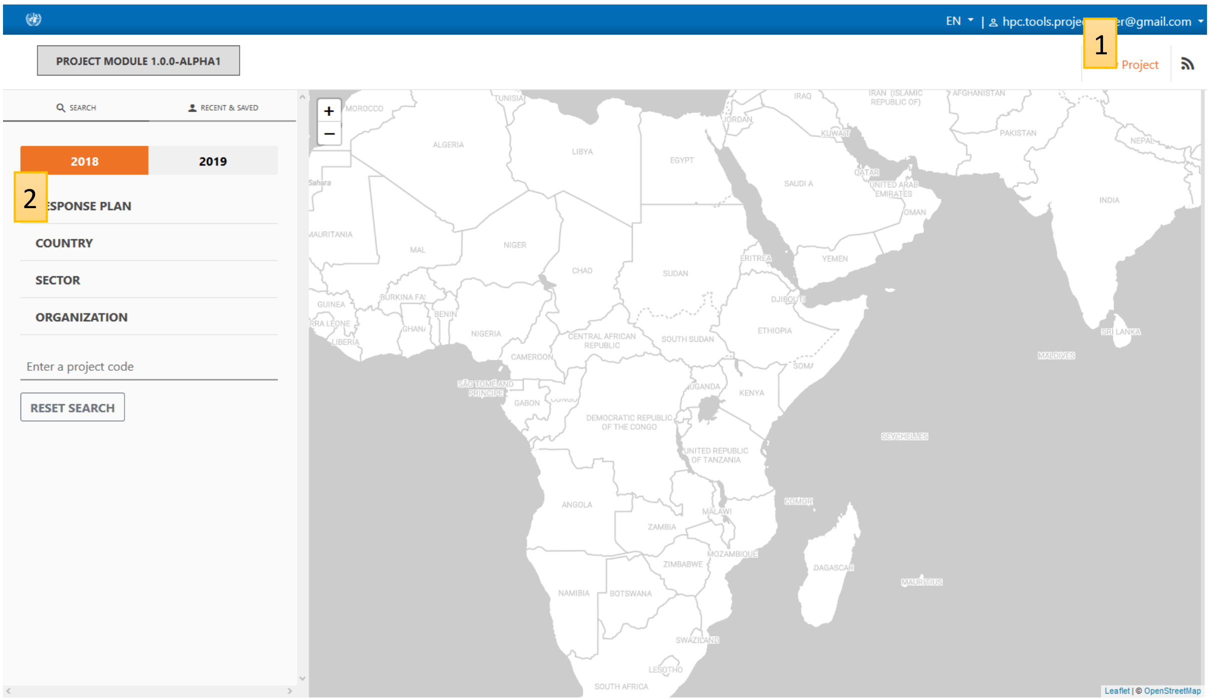
PLEASE PROVIDE YOU ORGANISATION'S WEBSITE ADDRESS *
If applicable

PLEASE SPECIFY YOUR ORGANISATION TYPE *

- International NGO
- National NGO
- Private Organisations & Foundations
- UN Agencies
- Red Cross/Red Crescent

3 Map screen

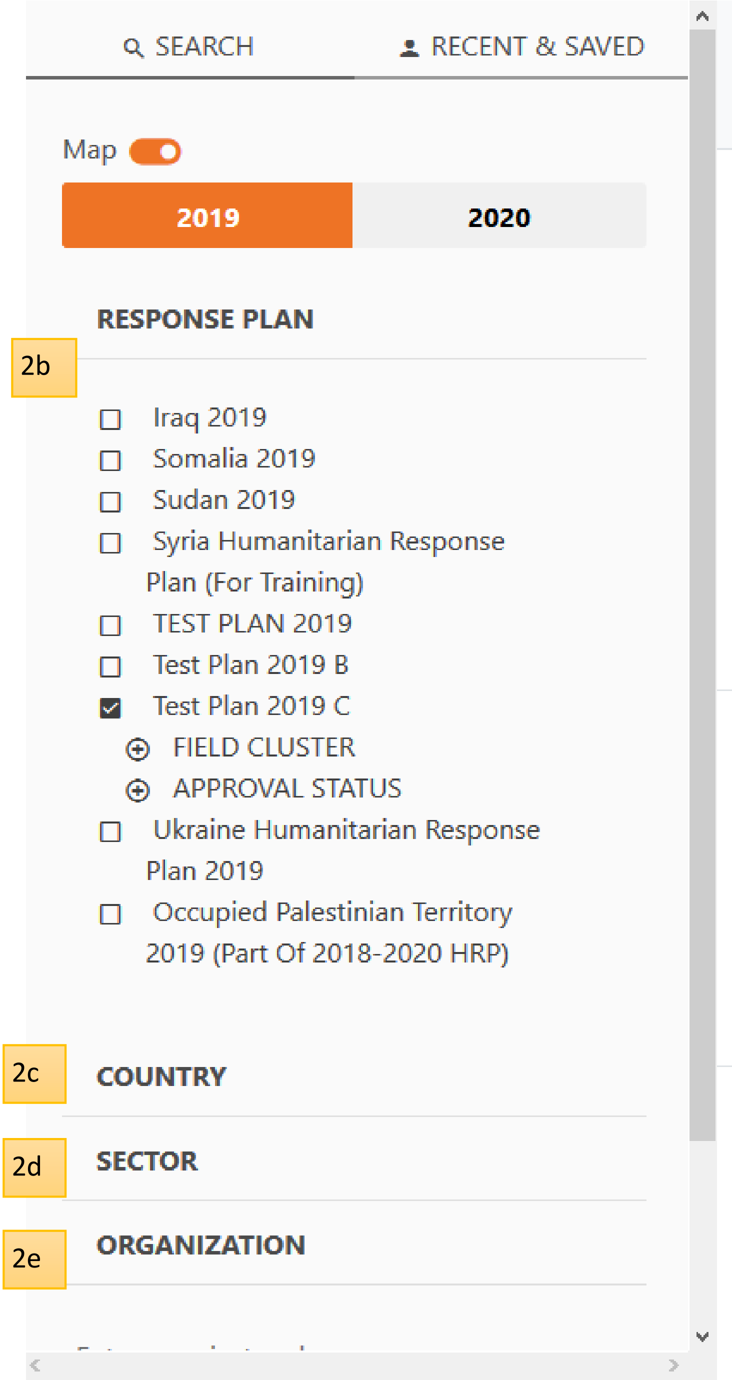
This is the standard screen that you will see when you have registered and logged in successfully to the HPC projects module.



3.1 Items

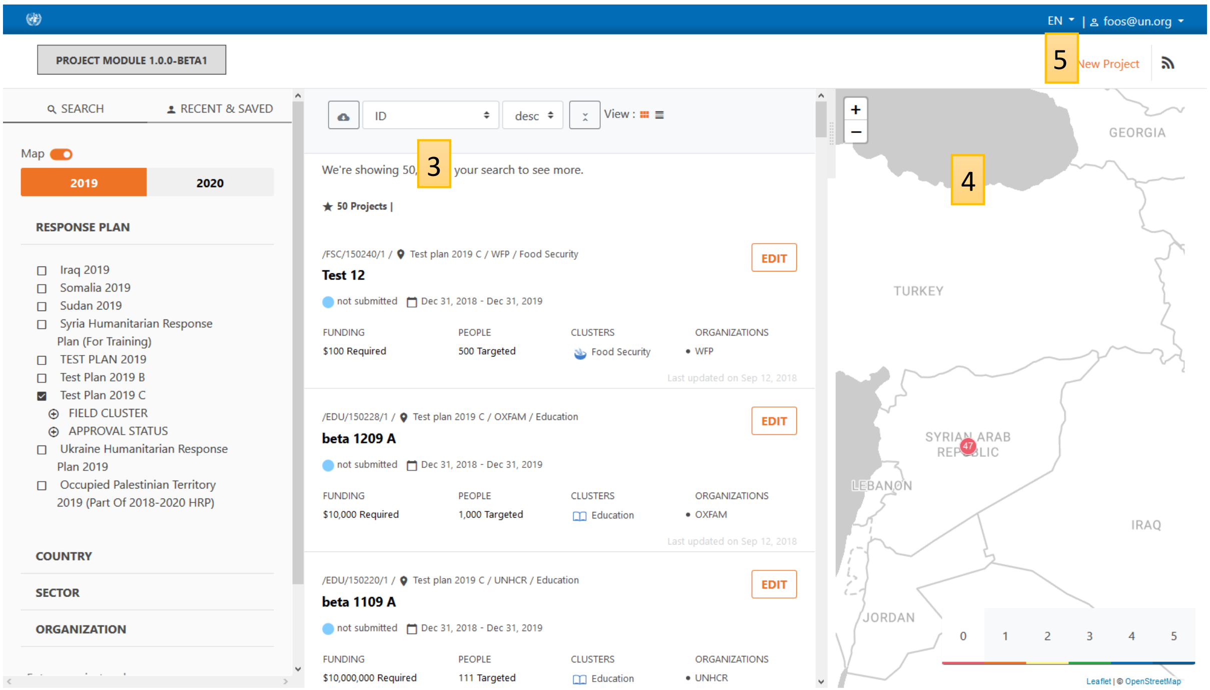
1. Click here to access your user profile or logout of the system
2. The left hand navigation side bar allows you to specify a range of parameters to search for projects. The parameters are
    a. Select a year. The default is the current year, but additional years can be selected. After selecting a year, select at least one of the other options beneath it in order to retrieve results.

b. Plans. For each plan you can also select additional fields such as the field cluster or approval status to filter by, which are unique to that plan only



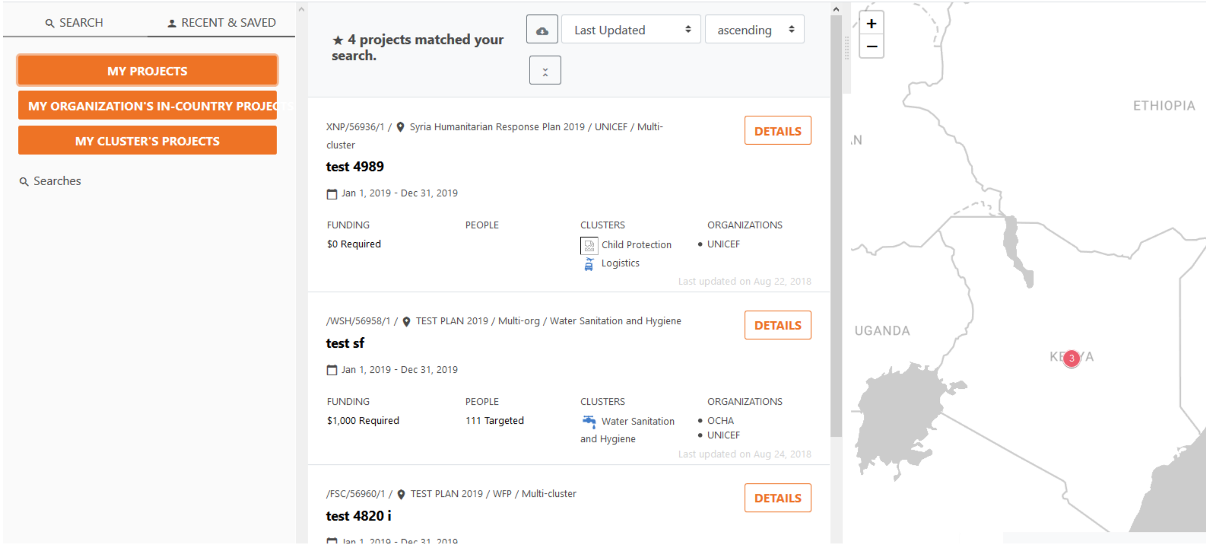
c. Countries.
d. Global sectors you want to filter by. Note that this is different from the plan's clusters, which can be found inside each plan by clicking on the plan first.
e. Organizations. Type in the name or abbreviation of an organization to add it to the search parameters.

After selecting some parameters, the results side bar will expand and display all projects matching your search.



3. Project listing. This is the list of all projects which match your filter criteria.
4. The map displays where your projects are.
5. “New Project” button, click this to go to the projects form and create a new project

3.2 Recent and Saved projects



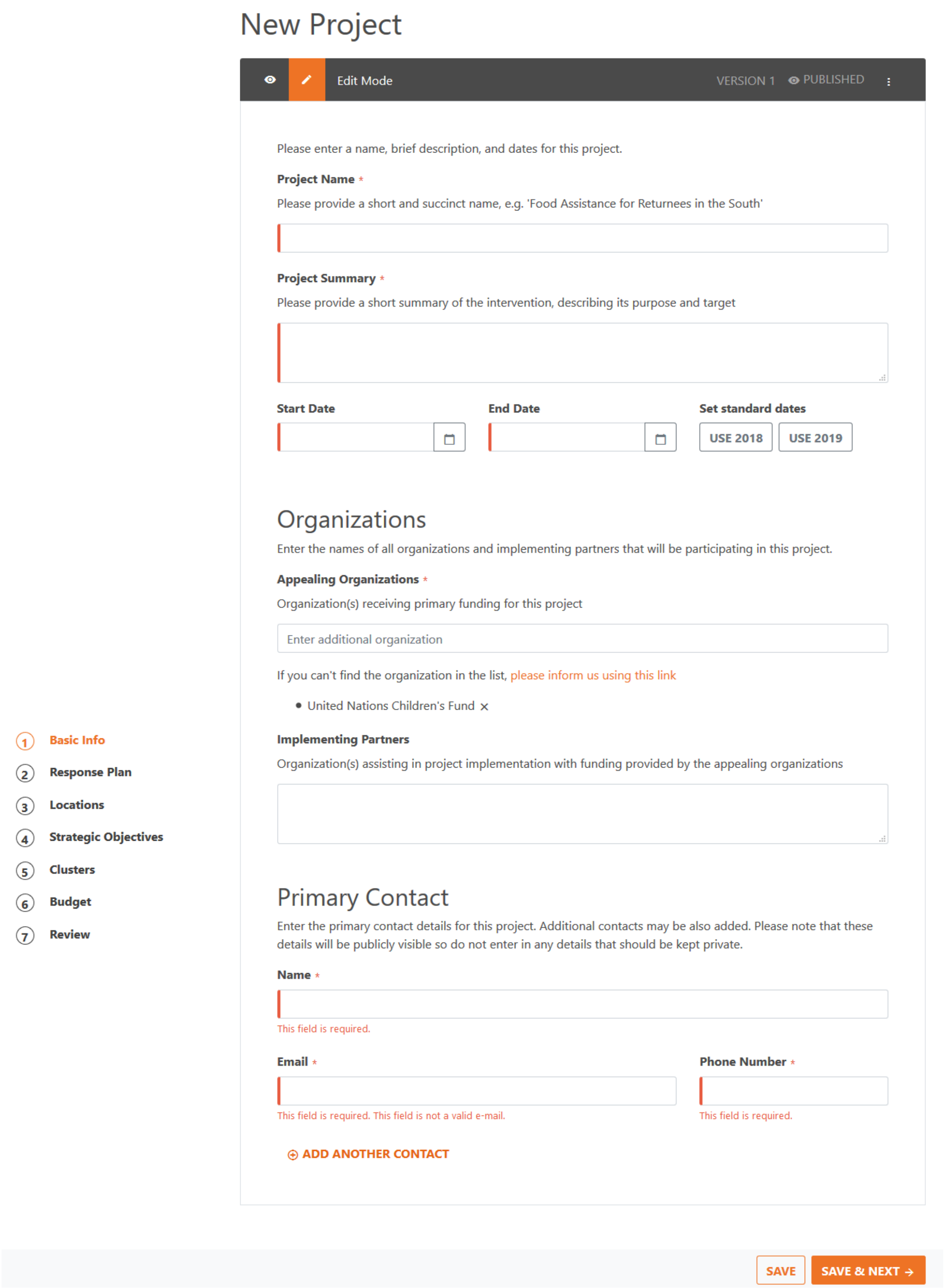
Click on the "Recent and Saved" link in the top of the left hand side search bar. This will present 3 options

- My projects – list of all projects that you have created
- My organization's in country projects – list of all projects that have the same organization and country as your profile
- My cluster's projects – if you are a cluster lead, then this will list all projects that belong to your cluster.

4 Project form

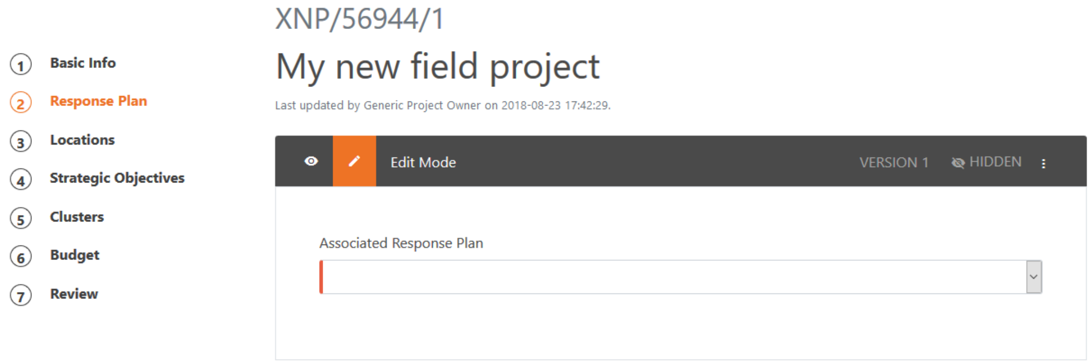
Click on “Add project” to begin creating a project.

4.1 Basic information

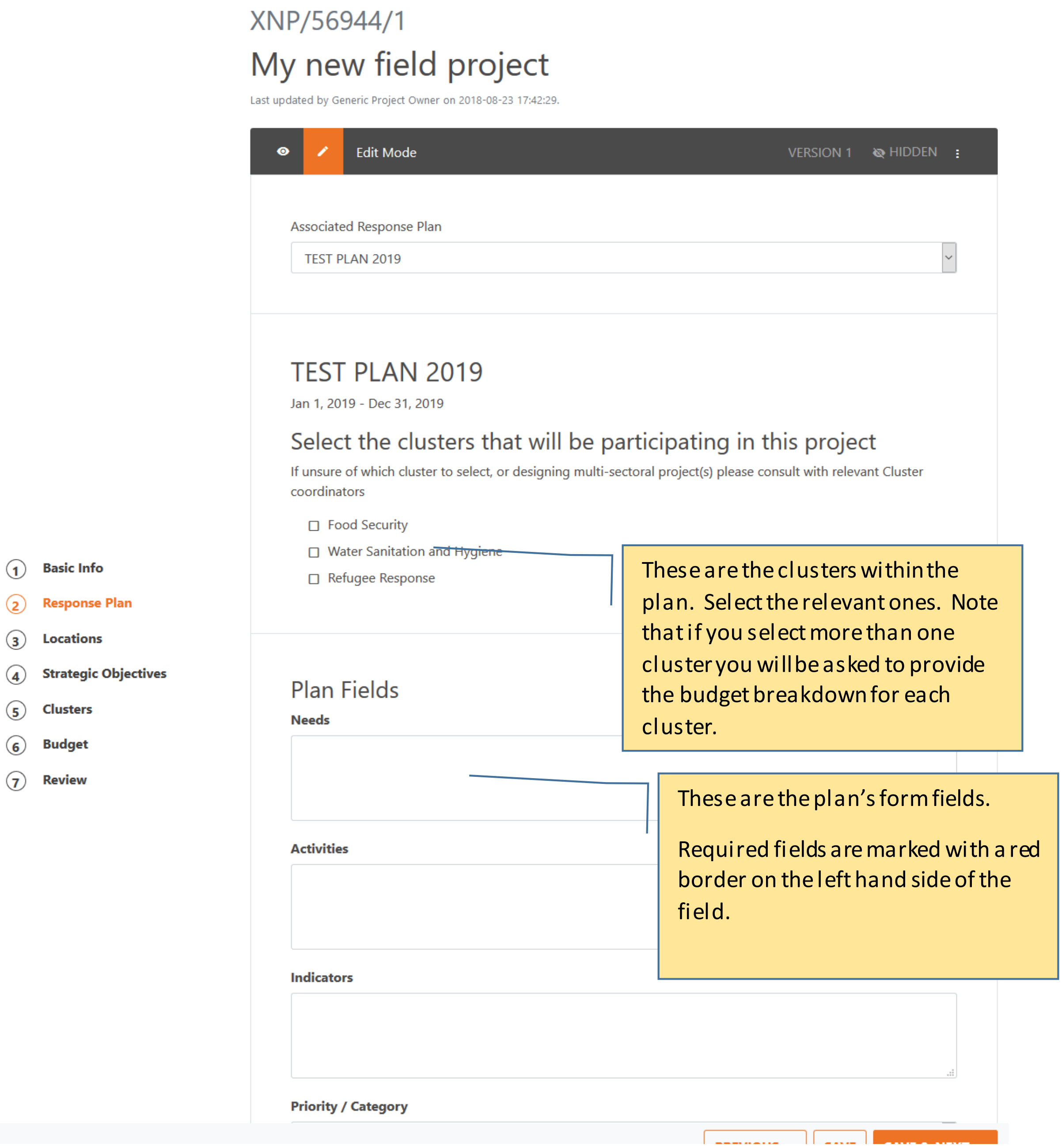


- The first step of the project creation process contains basic project information such as title, description, dates, organization, implementing partners and contact details.
- Start date and end date:
    - Use the selector icon in each of the fields to select specific dates.
    - Alternatively, if the project simply spans a whole calendar year, click one of the buttons “Use 2018” or “Use 2019” and it will be prefilled from 1 January to 31 December of that year.
- Organizations:
    - At least one organization is required.
    - By default your organization is automatically selected for this project. However, you may remove this by clicking on the “x” icon at the end. You may also add additional organizations by typing into the “add organization” box (either by name or abbreviation). The system will try to find a match to your entry and preselect it.
    - If you cannot find a match, click on the link beneath the text field and you will be directed to a separate form to fill out. We will review your submission and add the organization for you and inform you by email
    - You may add more than one organization. Type the name of the organization into the “organization name” text field, and select the option which matches and it will be added to your list. Note that if you select multiple organizations, you will be required to specify the budget requirements for each organization in the “Budget section” of the form.
    - Click on the “x” icon next to an organization to remove it.
- Implementing partners:
    - Fill this text field in if the appealing organization will provide funds to other organizations will assist in the implementation of this project.
- Contacts:
    - At least one contact is required. If there are additional contacts that need to be added, click on the “add another contact” link.
- Any required fields are highlighted with a red left hand border. The save buttons will not be available until all required fields have been filled out.
- Click “Save and next” to proceed to the next section.
- After clicking save, a project code will be assigned to the project and displayed in the toolbar.

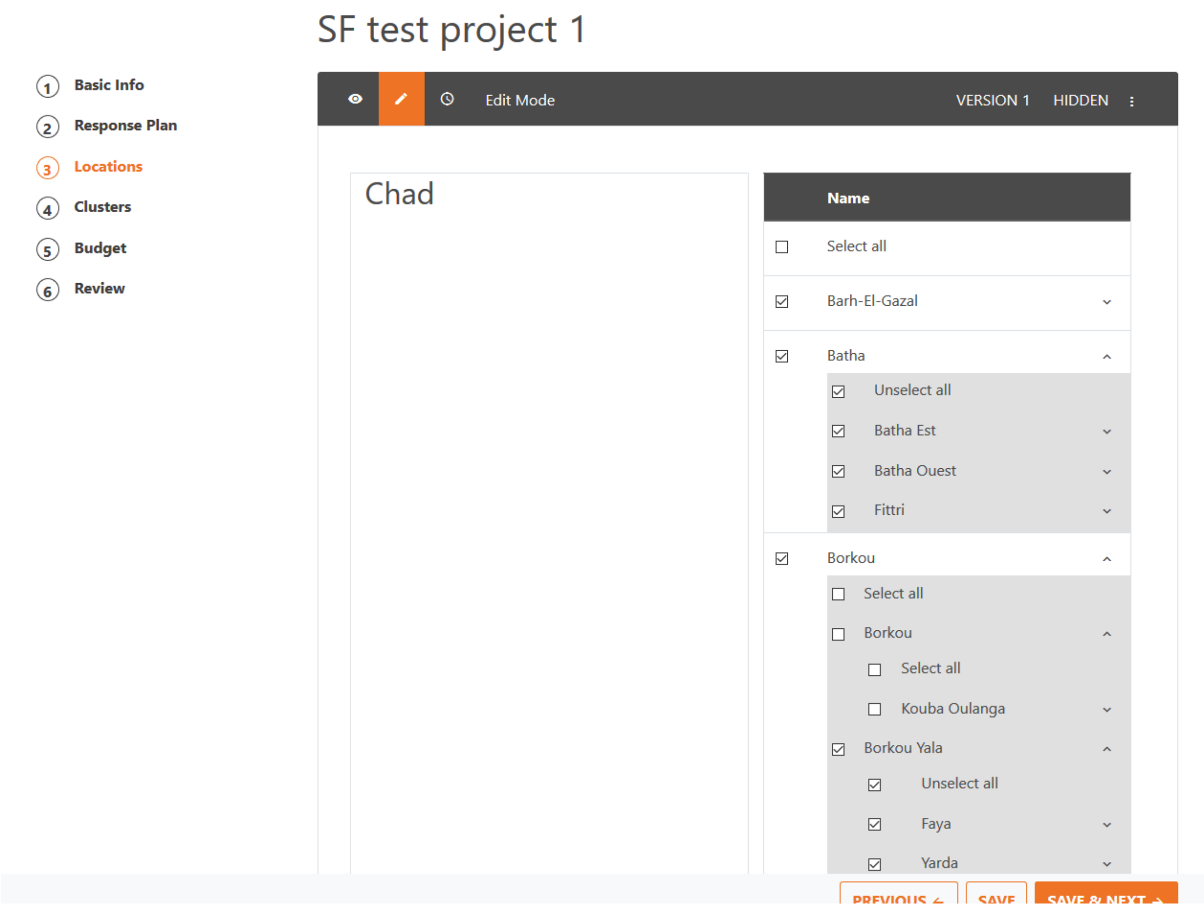
4.2 Select a response plan



After selecting a plan from the drop down list, the plan's specific fields will be displayed:

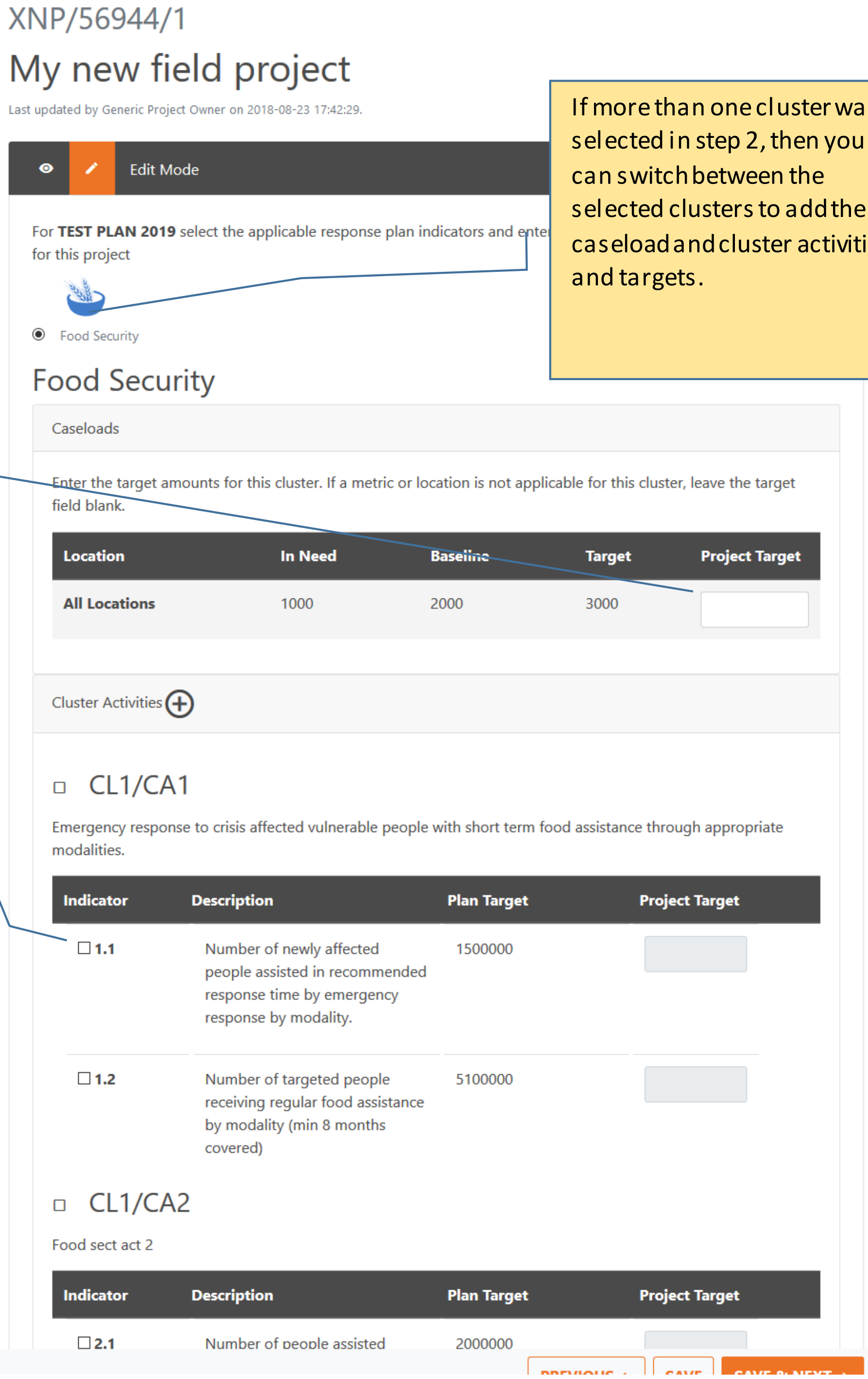


4.3 Select specific locations



After selecting a plan in step 2, the country will be preselected. Use this step to specify any lower administration levels by clicking on the relevant checkboxes.

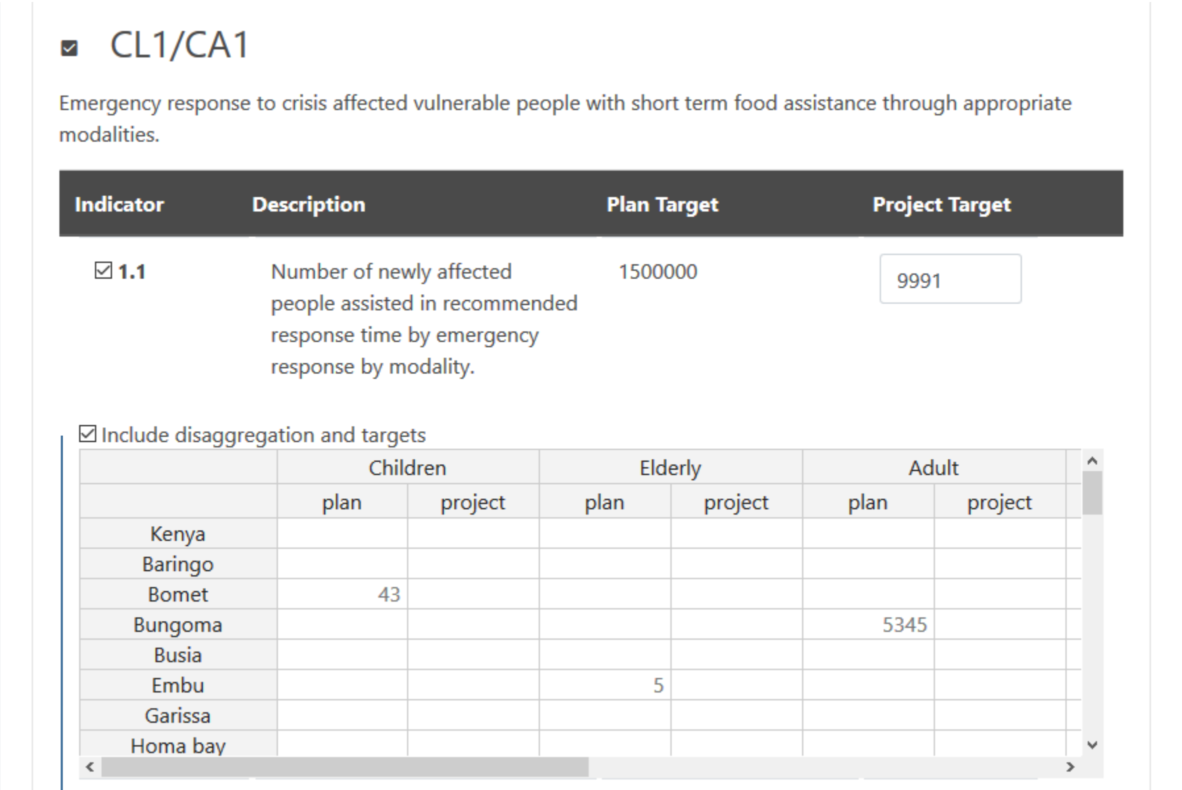
4.4 Linking the project to a clusters' framework



If more than one cluster was selected in step 2, then you can switch between the selected clusters to add the caseload and cluster activities and targets.

In this step, you can set a project's caseload target in relation to the cluster's caseload target (set in RPM)

Additionally, if the selected cluster has a logical framework, you can select which elements your project will contribute to and by how much. For example, if the logical framework consists of activities and indicators, then in this step you can select which activities this project will be contribute to by selecting the relevant indicators on the logical framework, and specifying the project's target value.



CL1/CA1

Emergency response to crisis affected vulnerable people with short term food assistance through appropriate modalities.

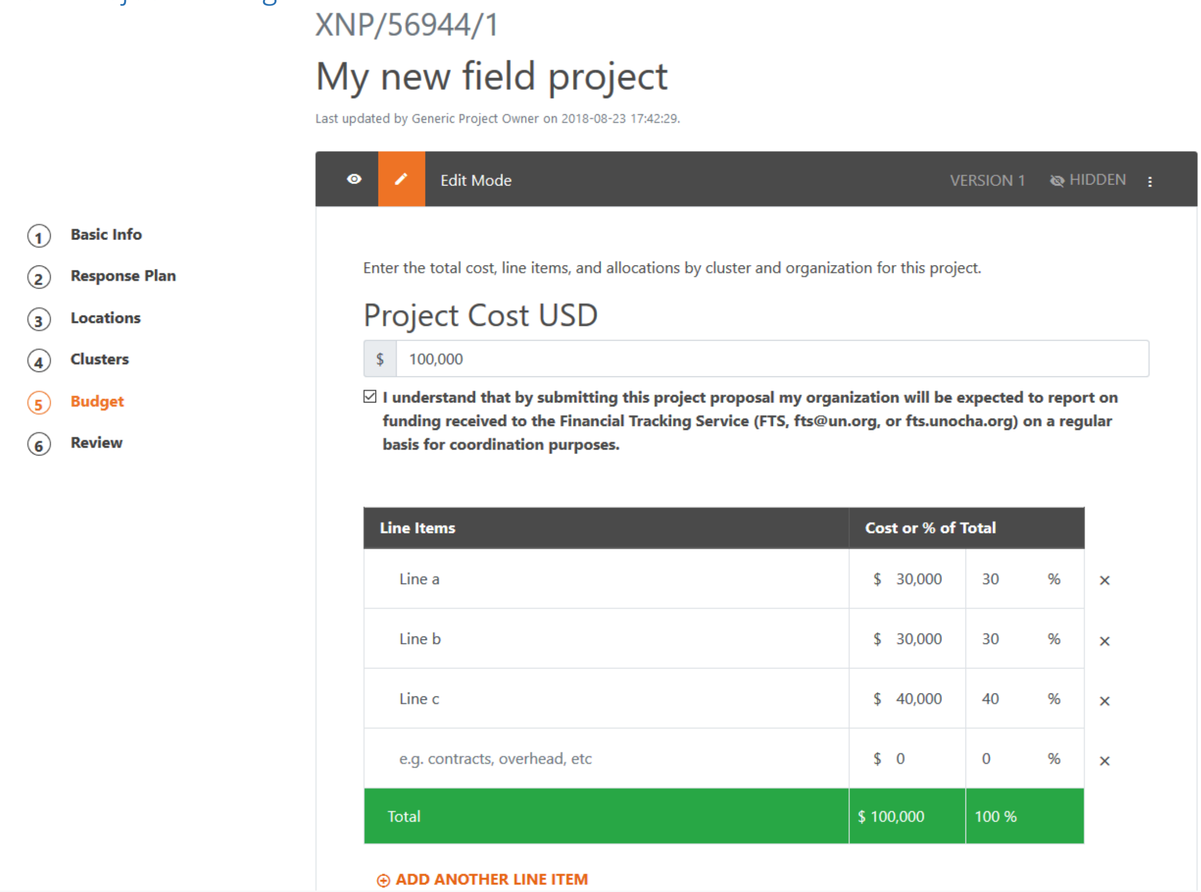
Indicator	Description	Plan Target	Project Target
☑ **1.1**	Number of newly affected people assisted in recommended response time by emergency response by modality.	1500000	9991

☑ Include disaggregation and targets

	Children		Elderly		Adult	
	plan	project	plan	project	plan	project
Kenya						
Baringo						
Bomet	43					
Bungoma					5345	
Busia						
Embu			5			
Garissa						
Homa bay						

In addition, if the indicator has a disaggregation model defined at the cluster level, then you can also specify how the project's target is broken down according to the same disaggregation model. Select the checkbox "include disaggregation and targets" to display a dynamic table to fill in this information.

4.5 Project costing



- Type in the total project cost of the project.
- In the section "line items", you can detail how the total amount is broken down. Click on "add another line item" to add as many lines as needed. Click on the "x" icon to remove lines that are not needed.
- Type the amount for each budget line in the "cost" column and the % total will be calculated for you. Alternatively, type into the % column and the cost amount will be calculated for you.
- If you change the total project cost, then the individual line items' costs will be automatically updated using the percentage values.
- Note that the sum total amounts of the rows must equal the total project cost. If it is not equal, it will be highlighted in red, and you will not be allowed to proceed to save.
- It is also necessary to tick the checkbox to confirm that updates on funding to the project will be reported to FTS.

4.5.1 Multiple organizations

If more than one organization has been added in the step one of the project form, then the budget breakdown per organization is required. This is displayed beneath budget line items.

- By default, the percentages will be equally split between the number of organizations when a project is first created.
- Type the amount for each organization in the "cost" column and the % total will be calculated for you. Alternatively, type into the % column and the cost amount will be calculated for you.
- If you change the total project cost, then the individual line items' costs will be automatically updated using the percentage values.
- Note that the sum total amounts of the rows must equal the total project cost. If it is not equal, it will be highlighted in red, and you will not be allowed to proceed to save.

Budget Breakdown

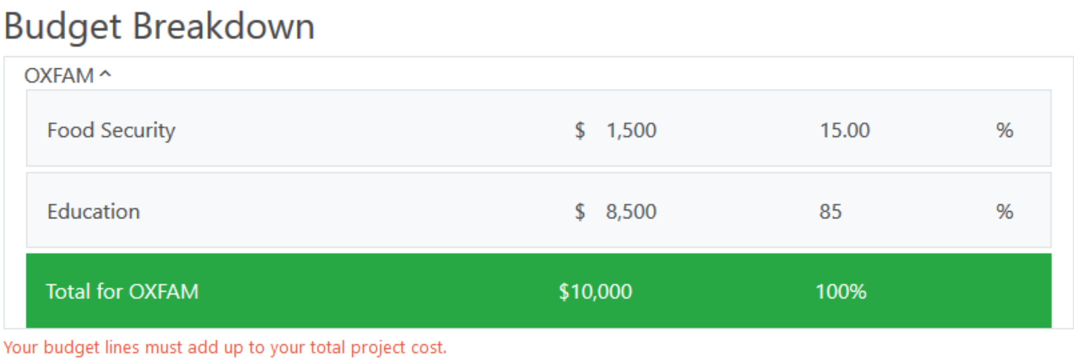
World Food Programme	$ 2,500	25	%
United Nations Children's Fund	$ 7,500	75	%
Total for Organizations	$ 10,000	100 %	

Your budget lines must add up to your total project cost.

4.5.2 Multiple clusters

Similar to multiple organizations, if more than one cluster has been selected, then the budget per cluster is required.

- By default, the percentages will be equally split between the number of clusters when a project is first created.
- Type the amount for each organization in the “cost” column and the % total will be calculated for you. Alternatively, type into the % column and the cost amount will be calculated for you.
- If you change the total project cost, then the individual line items’ costs will be automatically updated using the percentage values.
- Note that the sum total amounts of the rows must equal the total project cost. If it is not equal, it will be highlighted in red, and you will not be allowed to proceed to save.



4.5.3 Multiple organizations and clusters

If you have selected multiple clusters and multiple organizations as part of your project, then the budget breakdown based on the combination of all of them will be required. This will be presented in a nested table as shown. For each organization, you will be required to specify its total, and then the breakdown by cluster within that organization.

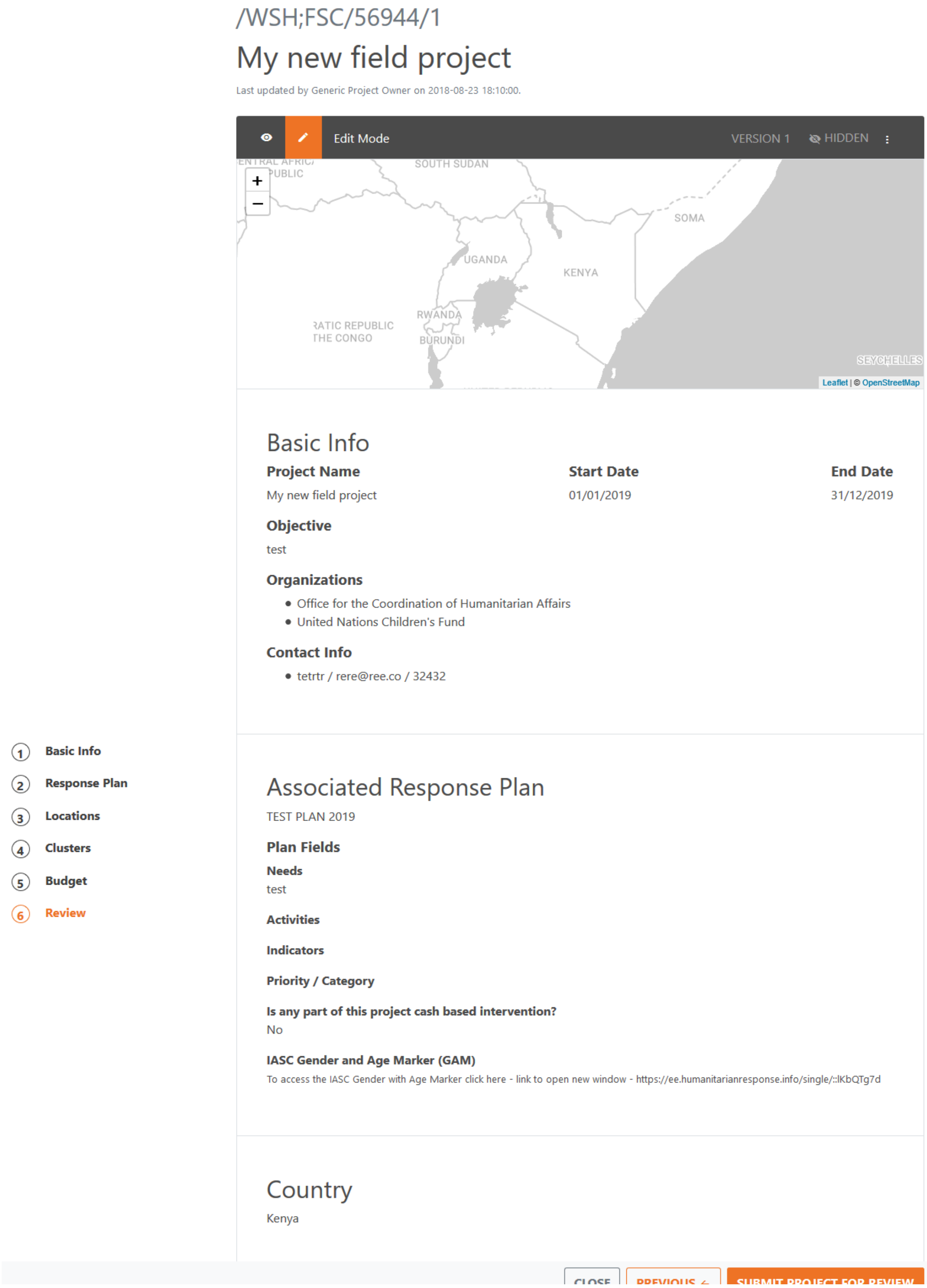
The total for the clusters must add up to 100% for each organization, and similarly the total for all organizations must add to 100% of the project's budget requirements.

Budget Breakdown

World Food Programme ^	$ 2,500	25	%
Food Security	$ 1,500	60	%
Education	$ 1,000	40	%
Total for World Food Programme	$2,500	100%	
United Nations Children's Fund ^	$ 7,500	75	%
Food Security	$ 2,250	30	%
Education	$ 5,250	70	%
Total for United Nations Children's Fund	$7,500	100%	
Total for Organizations	$ 10,000	100 %	

Your budget lines must add up to your total project cost.

4.6 Review project before submitting

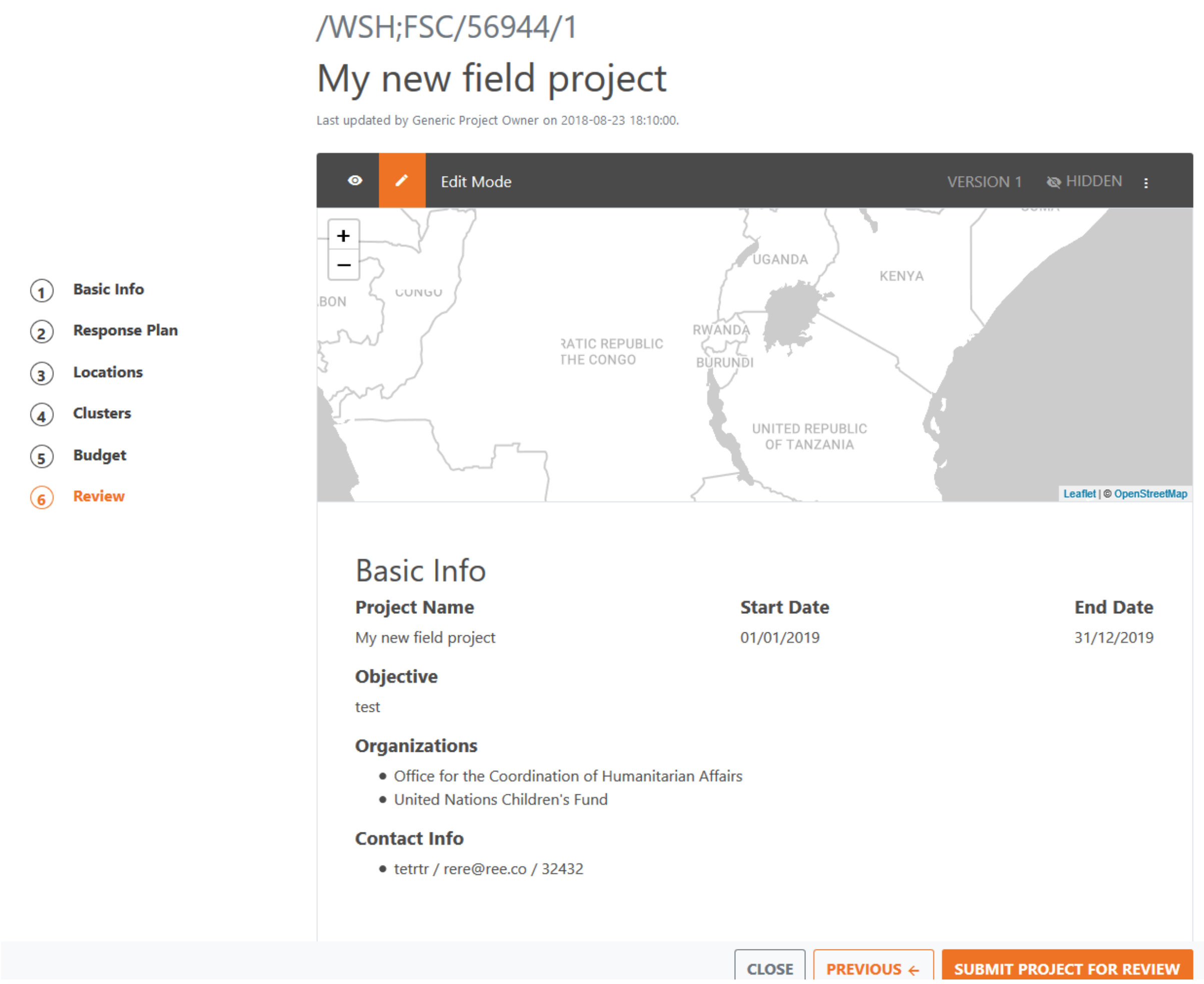


- In the final step, all the data you have entered for this project can be viewed together. Click "previous" to go back and make further modifications if needed.
- When the project is ready, click "Submit project for review" for the cluster leads to review.

5 Submitting a project to a plan and approvals

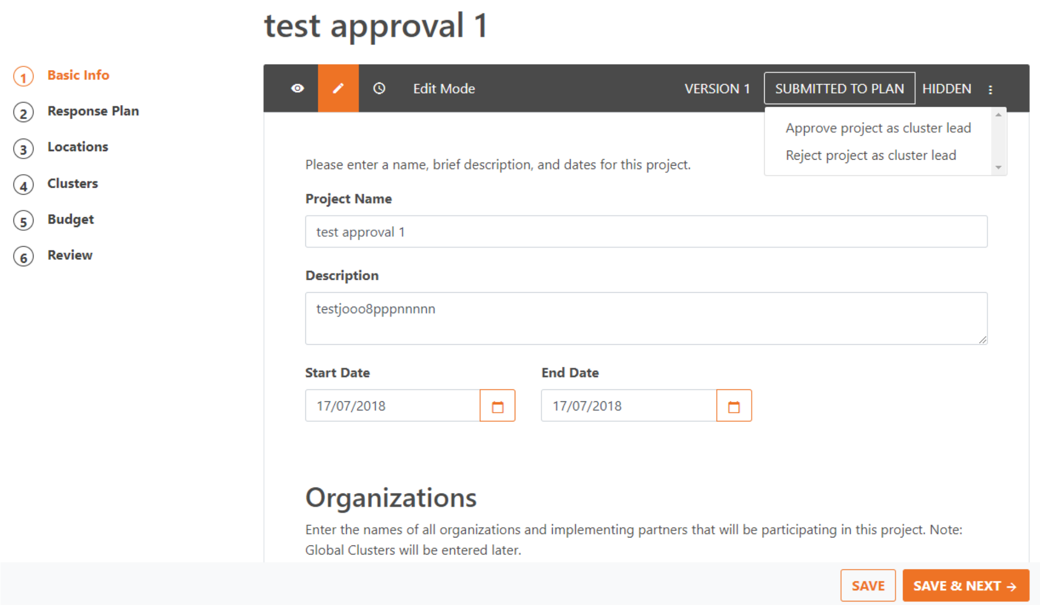
5.1 Submitting a project to a plan

- Once a project has been created, you can submit the project to the plan in the final step after reviewing the project details. Click on the “Submit project for review” button.
- Once your project has been submitted, cluster leads will then be able to review your project and approve it. While it is in status submitted to plan, you will not be able to edit your project details any further. However, you can change it back to “Draft” if you wish to make any amendments.



5.2 Cluster lead approval

- As a cluster lead, you will be able to approve projects that have been submitted to the plan. Navigate to the relevant project and you will be able to review the project and make changes if required.
- Click on the status name "submitted to plan". Options to change the status of this project are then displayed. Select one of them to change the status. They are:
    - Approve project – this moves the project on to the next stage for further approval if relevant
    - Reject project – this rejects the project from the plan. The project remains as readonly for the project owner
    - Return for edit – this returns the project to the owner for further edits, and then they can resubmit the project to the plan for review again.

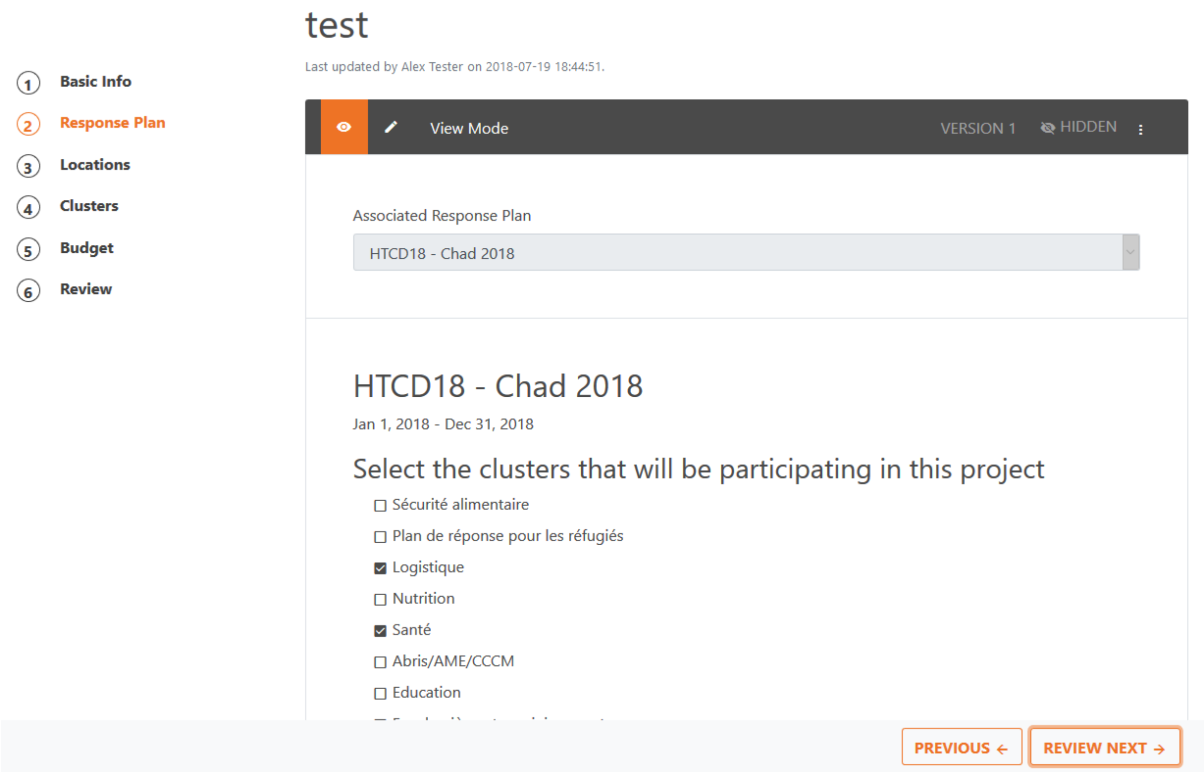


- Note that if a user has selected multiple clusters on a project, then each cluster lead will have to approve the project in order for the project to be advanced to the next stage of the workflow process.

  If any of the cluster leads reject the project, then the whole project is
    - returned to the project owner for edit if one of the other cluster leads approves the project
    - rejected if all the cluster leads reject the project.

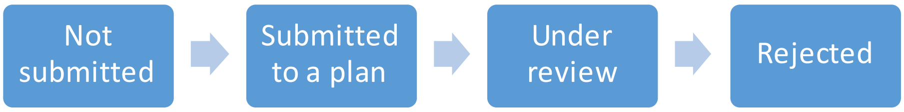
5.3 View project

If you do not have rights to edit a project, you may still view it but in read only mode.



6 Workflow and edit rights for projects submitted to a plan

Projects will follow a set of basic approval steps for inclusion in a plan. The steps and roles involved are listed below:



This is the standard set of workflow steps for all plans. Note that if additional review steps are needed for a specific plan, these can be customized.

6.1 Table of roles with permissions to change a project's status:

Project's current status	Project's next status	Role with permitted rights to change current status to next status
Not submitted	Submitted to a plan	• Project owner • Cluster lead • Plan lead
Submitted to a plan	Under review 1	• Cluster lead • Plan lead
Submitted to a plan	Rejected	• Cluster lead • Plan lead
Under review 1	Under review 2	• Plan lead
Under review 2	Published	• Plan lead
Accepted		-
Returned for edit	Not submitted	-
Rejected		-

Notes:

- Project owners can only submit the projects that they have created.
- Users with the “cluster lead” or “plan lead” role are associated to plans, and can only approve or reject projects linked to their plans

6.2 Table of edit rights:

Project’s current status	Role with permitted rights to edit project details
Not submitted	• Project owner • Plan lead
Submitted to a plan	• Cluster lead • Plan lead
Under review 1	• Cluster lead • Plan lead
Under review 2	• Plan lead
Accepted	

Notes:

- Project owners can edit projects that they have created only.
- Users with the “cluster lead” or “plan lead” role are associated to plans, and can only edit projects linked to their plans

7 Publishing a project

Once a project has been fully approved by all relevant actors (e.g. cluster leads, HC), then the project is marked as “Accepted” within the plan.

At this stage, the project is not yet visible publicly on any of the HPC tools applications (e.g. FTS, HPC viewer, API), only within the projects module.

When the plan has been fully finalized and set to “published”, then all “accepted” projects will be also set to “published” and can now be viewed publicly on the HPC tools applications.