



ADRA

Project Tracking System

Project Tracking System



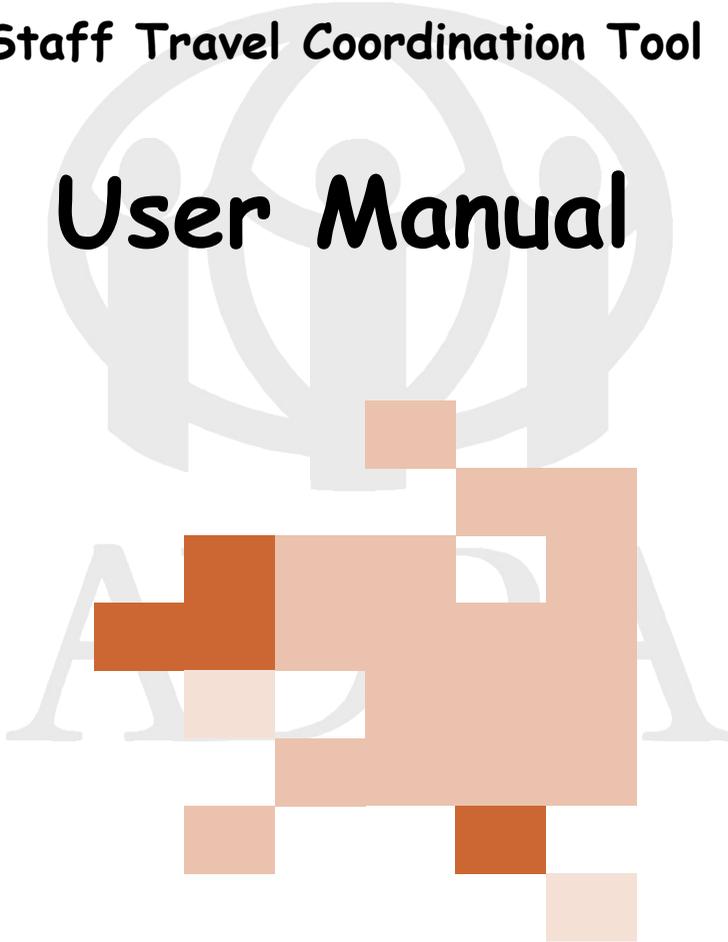
ADRA

Bern June 2007

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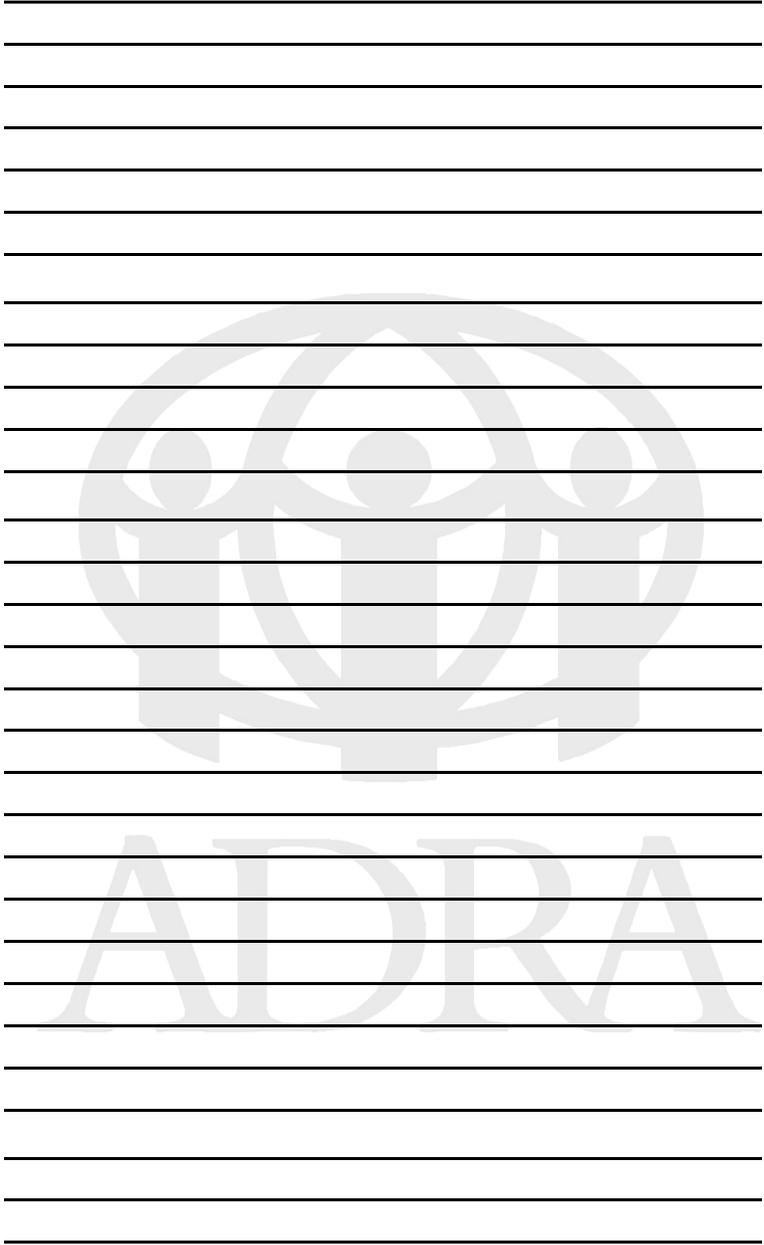
**ADRA Project Tracking System
and
Staff Travel Coordination Tool**

User Manual



Project Tracking System

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Project Tracking System

Preliminaries

The ADRA EUD Project Tracking System is a web based data bank. It is hosted on a server in Germany.

It has been developed by ADRA EUD Regional Office.

There is no need to install a special software on your computer. It does work on the most common internet browsers. It also work on "Windows Mobile". However we have discovered that it works best on the Microsoft Windows Internet Explorer.

It can be accessed from the ADRA EUD Website protected "Members Section". ADRA EUD does give personal logins to all ADRA employees around the entire ADRA network. These logins will allow you to look at and download all the tools and information that is made available by the ADRA Euro-Africa Regional office. ADRA EUD provides this service in the spirit of "Information Sharing".

The use of the "Project Tracking System" (PTS) is compulsory (see ADRA EUD board action 05-03 of September 29, 2005) for the ADRA country offices located within the ADRA EUD region. This is a service provided by the ADRA EUD regional office to its country offices within the EUD region. It was designed in a way that it can easily be used by each ADRA country office in the entire ADRA network. The ADRA EUD board decided however that a small user fee would be requested. This income would contribute to develop and adapt this tool to new requirements. So far emphasis has been given to keep the tool user-friendly, without many graphics.

It has been used successfully by the ADRA EUD country offices since September 2005. In the beginning some of the offices have been very sceptic, but now our workers are beginning to realize that it can be a very valuable and prac-

tical tool. It helps ADRA offices to share information and to have project files organized. One of the nice side effects is that it helps ADRA to set protocols and procedures in place in order to work more professionally and in a more organized way.

In connection with this tool ADRA EUD has developed some important rules such as:

- The initiative to plan and start a project shall come from the implementing (beneficiary) side.
- Each project shall be documented by the following documents:
 - Proposal
 - Budget
 - Time schedule
 - Project agreement
 - Interim and final report(s)
 - Evaluation report
 - Any other document as required by the donor organization and/or needed for a successful implementation of the project like:
Local agreements, maps, graphics, photographs, videos (352x288 pixels), etc.

The system does also provide an electronic archive which will be accessible from the internet for five years. All data recorded on the PTS will be backed up automatically.

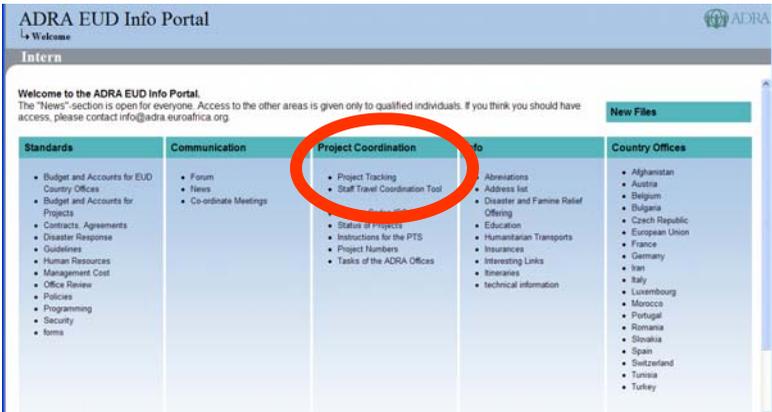
View information!

Enter the ADRA Members website.

You need a **personal login** for this website.

Note: *Do not reveal this personal login to any body else.*

In the column „Project Coordination“



click on „Project Tracking“

You will now see the list of ADRA Implementing offices.

Office	Name of Project	Main Sup. Office	Dev/Rel	Benefic	Planned	Submitted	Being Impl.	Completed	Declined
⊖ Afghanistan			771 707	0	208 633	4 209 063	2 579 145	0	0
⊖ Albania			1 065	0	0	10 000	0	0	0
⊖ Angola			460	0	0	404 055	0	0	0
⊖ Argentina			720	0	0	18 560	0	0	0
⊖ Armenia			0	0	0	0	0	0	0
⊖ Austria			0	0	0	0	0	0	0
⊖ Bangladesh			24 500	0	0	3 300	0	0	0
⊖ Belarus			0	0	0	26 700	0	0	0
⊖ Belgium			0	0	0	0	0	0	0
⊖ Bolivia			38 988	0	854 509	7 500	0	0	0
⊖ Bosnia			217	0	0	0	0	0	0
⊖ Brazil			2 190	0	0	17 937	127 375	0	0
⊖ Bulgaria			406 671	28 050	143 818	182 192	20	0	0
⊖ Burkina Faso			2 180	0	14 114	16 560	1 910	0	0
⊖ Burundi			73 080	2 000	155 300	2 269 976	0	0	0
⊖ Cambodia			4 900	0	0	2 124 576	0	0	0
⊖ Cameroon			1 90	0	0	6 100	0	0	0
⊖ China			0	0	0	0	0	0	0
⊖ Colombia			4 400	0	51 328	142 245	0	0	0
⊖ Croatia			1 405	39 500	0	330 248	0	0	0
⊖ Cuba			0	0	0	0	0	0	0
⊖ Czech Republic			24 976	54 100	44 240	264 093	90 870	0	0
⊖ DPR Korea			41 001	0	0	0	0	0	0
⊖ El Salvador			9 334	0	3 79 785	0	0	0	0
⊖ Equatorial Guinea			57 620	0	780 869	40 990	0	0	0
⊖ Ethiopia			25 000	0	899 528	17 506	248 907	0	0
⊖ Georgia			0	0	0	0	0	0	0
⊖ Germany			60 210	170 000	0	65 000	0	0	0
⊖ Guatemala			150	0	0	21 600	0	0	0
⊖ Guinea Bissau			3 700	0	0	66 180	0	0	0
⊖ Guinea Conakry			0	0	0	0	0	0	0
⊖ Haiti			0	0	0	0	0	0	0
⊖ Honduras			0	0	0	0	0	0	0

Should the country your need be missing, please notify j.fehr@adra.eu

ADRA EUD Info Portal

Project Tracking

Implementing Offices

Navigation: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

EUR (Euro)

Office	Name of Project	Manit supp source	Dev/Rel	Benefic	Planned	Submitted	Benefic	Completed	...
Alghanistan				771 707	0	208 633	4 209 060	0	0
Albania				1 065	0	10 000	0	0	0
Angola				460	0	0	404 055	0	0
Argentina				730	0	0	18 560	0	0
Armenia				0	0	0	0	0	0
Austria				0	0	0	0	0	0
Bangladesh				24 500	0	0	3 300	0	0
Belarus				0	0	0	0	0	0
Belgium				0	0	0	0	0	0
Bolivia				30 988	0	854 509	7 500	0	0
Bosnia				217	0	0	26 700	0	0
Brazil				2 190	0	0	175 037	127 375	0
Bulgaria				406 671	28 050	143 818	182 192	20	0
Burkina Faso				2 180	0	14 114	18 560	130 0	0
Burundi				75 080	2 000	155 300	2 269 976	0	0
Cambodia				4 800	0	0	2 124 576	0	0
Cameroon				190	0	0	6 100	0	0
China				0	0	0	0	0	0
Colombia				4 400	0	512 928	142 245	0	0
Croatia				1 405	39 500	0	330 248	0	0
Cuba				0	0	0	0	0	0
Czech Republic				24 976	54 100	44 240	264 093	90 870	0
DKR Korea				41 003	0	0	0	0	0
El Salvador				6 334	0	379 785	0	0	0
Equatorial Guinea				57 620	0	790 869	40 990	0	0
Ethiopia				25 000	0	899 528	17 506	248 907	0
Georgia				0	0	0	0	0	0
Germany				60 210	170 000	0	65 000	0	0
Guatemala				1 500	0	0	21 600	0	0
Guinea Bissau				3 700	0	0	66 180	0	0
Guinea Conakry				0	0	0	0	0	0
Haiti				0	0	0	0	0	0
Honduras				0	0	0	0	0	0

In the "Navigation" line you can:

- Switch between "Implementing Offices" and "Supporting Offices".
- Search for Projects and Supporting Offices
- Look at the Archives
- Look at Statistics

The basic currency is EUR, but you can also switch to other currencies. The system will then convert based on the current Yahoo exchange rates as published on the web.

You can view these lists at three different levels:

1. Country offices
2. Country offices and name of projects
3. Country offices, name of projects and detail information about project

ADRA EUD Info Portal

Navigation: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

EUR (Euro)

ADRA EUD Info Portal

Implementing Office: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

Project Name: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

Status: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

Financials: [Supporting Offices](#) [Search](#) [Archives](#) [Statistics](#)

View information as Supporting Office

In the navigation line click on "Supporting Offices". The project list for the supporting offices is created automatically while they are entering their financial contributions to a project.

To view the project listed according to supporting offices, click on "Supporting Offices" in the navigation line. You will then see the list of supporting offices. Here also you can switch between the three different levels.

ADRA EUD Info Portal

Project Tracking

Implementing Offices Navigation: **Supporting Offices** Search Archives Statistics [Intern](#) [Log In](#)

EUR (Euro)

Office	Name of Project	Main Sup. Office	Dev/Rel	Benefic	Planned	Submitted	Being Impl.	Completed	Declined
Alghanistan				771'207	0	208'633	4'209'063	2'579'145	0
Albania				1'065	0	0	10'000	0	0
Angola				460	0	0	404'055	0	0
Argentina				720	0	0	18'560	0	0
Armenia				0	0	0	0	0	0
Austria				0	0	0	0	0	0

ADRA EUD Info Portal

Project Tracking

Supporting Offices Navigation: Implementing Offices Search Archives Statistics [Intern](#) [Log In](#)

EUR (Euro)

Office	Name of Project	Imp. Office	Dev/Rel	Benefic	Planned	Submitted	Being Impl.	Completed	Declined
ADRA International				286'200	0	122'007	122'582	0	0
Australia				47'090	0	0	719'932	0	0
Austria				92'060	389'500	315'000	572'237	21'000	0
Belgium				78'817	235'500	162'600	2'324'699	17'201	0
Bulgaria				0	0	0	0	0	0
Canada				40'150	60'000	0	27'126	22'700	0
Croatia				0	0	0	0	0	0
Czech Republic				957'624	0	830'293	3'844'898	214'832	0
Denmark				0	0	0	0	0	0
Finland				20'000	0	0	41'000	0	0
France				1'650	0	198'363	0	0	0
Germany				1'394'008	1'623'494	3'047'500	17'775'118	981'591	50'000
Hungary				0	0	0	0	0	0
Italy				227'220	40'000	329'005	65'000	0	0
Japan				23'590	0	0	407'918	0	0
Korea (South)				3'590	0	0	7'818	0	0
Luxembourg				236	0	2'000	6'174	5'275	0
Netherlands				30'550	0	0	933'784	0	0
New Zealand				210'120	0	0	126'913	0	0
Norway				55'248	0	0	249'966	0	300'000
Poland				0	0	0	0	0	0
Portugal				29'640	50'000	99'005	309'040	8'000	0
Romania				0	15'000	0	0	0	0
Slovakia				58'720	399'600	0	419'400	32'200	0
Spain				162'726	0	3'181'592	853'849	0	170'186
Sweden				23'590	0	0	911'118	0	0
Switzerland				251'874	125'400	372'365	1'744'931	197'881	6'450
Turkey				1'200	0	0	0	147'000	0

On level 2, you can either sort the projects in alphabetical order according to the name of the project or according to the name of the implementing country.

ADRA EUD Info Portal

Project Tracking

Supporting Offices

Navigation: [▶ Implementing Offices](#) [▶ Search](#) [▶ Archives](#) [▶ Statistics](#)

1 2 3

EUR (Euro)

Office	Name of Project	Imp. Office	Dev/Rel	Benefic	Planned	Submitted	Being Impl.	Compl
ADRA International	2007- Gift Catalogue (Women's Enterprise) €	Afghanistan	dev	286'300	0	122'007	122'582	0
	AIDS II third year	Burundi	dev	12	0	12'112	0	8'547
	Capacity Building in Financial Management €	Morocco	dev	1	0	10'890	0	0
	Child Labor and Children Living on the Streets Prevention	Turkey	dev	20'000	0	99'005	0	0
	Community Recovery and Development Program	Thailand	dev	20'000	0	0	27'500	0
	Cow Breeding	Tunisia	dev	100	0	0	8'000	0
	Gypsies disabilities service	Bulgaria	dev	2'200	0	0	8'300	0
	Integrated Basic Education Development (IBED) in Puntland and Somaliland	Somalia	dev	34'198	0	0	0	0
	Lebanon Beacons of Hope II	Lebanon	relief	1'012	0	0	31'289	0
	Micro Enterprise for Widows (vocational/ literacy)	Afghanistan	dev	30	0	0	12'763	0
	REACH BPHS / EPHS	Afghanistan	dev	165'600	0	0	0	0
	Safe Motherhood	Vietnam	dev	13'530	0	0	11'153	0
	Social Education	Afghanistan	dev	10'000	0	0	7'300	0
	Typhoon Xangsane	Vietnam	relief	3'590	0	0	4'030	0
	Wheelchairs for Physically Challenged Children	Tunisia	dev	27	0	0	3'700	0
47'090	0	0	719'932					
Australia	Community Recovery and Development Program	Thailand	dev	20'000	0	0	425'000	0
	Emergency school rehabilitation in Western Aceh	Indonesia	dev	11'500	0	0	199'500	0
	Flooding 2006-12 Network Appeal	Somalia	relief	12'000	0	0	7'614	0
	Typhoon Xangsane	Vietnam	relief	3'590	0	0	7'818	0
	water project	Laos	dev	0	0	0	80'000	0
92'060	389'500	315'000	572'237					
Austria	Aid for Refugees	Croatia	relief	300	39'500	0	0	0
	Community Health Center for Kular Village €	Turkey	relief	0	0	230'000	0	0
	Cow bank	Serbia	dev	100	0	0	5'000	0
	Earthquake Emergency Shelter Bagh	Pakistan	relief	1'200	0	0	0	2
	Education	Mauritania	dev	100	0	0	20'000	0
	Medical Aid €	Mauritania	relief	3'000	0	0	0	0
	Medical education	India	dev	2'000	0	0	50'000	0
	Medical training	Ukraine	dev	10	0	0	7'000	0
	Ophanage Smila €	Ukraine	relief	200	0	0	80'000	0
	Refugees Aid in Spjenca €	Serbia	relief	150	350'000	0	0	0
	School furniture I	Mauritania	dev	100	0	0	25'000	0
	School furniture II	Mauritania	dev	100	0	0	25'000	0
	School furniture III €	Mauritania	dev	300	0	0	0	0

ADRA EUD Info Portal

Project Tracking

Supporting Offices

Navigation: [▶ Implementing Offices](#) [▶ Search](#) [▶ Archives](#) [▶ Statistics](#)

1 2 3

EUR (Euro)

Office	Name of Project	Imp. Office	Dev/Rel	Benefic	Planned	Submitted	Being Impl.	Compl
ADRA International	REACH BPHS / EPHS	Afghanistan	dev	286'300	0	122'007	122'582	0
	Social Education	Afghanistan	dev	10'000	0	0	7'300	0
	Micro Enterprise for Widows (vocational/ literacy)	Afghanistan	dev	30	0	0	12'763	0
	2007- Gift Catalogue (Women's Enterprise) €	Afghanistan	dev	12	0	12'112	0	8'547
	AIDS II third year	Burundi	dev	12	0	12'112	0	8'547
	Gypsies disabilities service	Bulgaria	dev	2'200	0	0	8'300	0
	Lebanon Beacons of Hope II	Lebanon	relief	1'012	0	0	31'289	0
	Capacity Building in Financial Management €	Morocco	dev	1	0	10'890	0	0
	Integrated Basic Education Development (IBED) in Puntland and Somaliland	Somalia	dev	34'198	0	0	0	0
	Community Recovery and Development Program	Thailand	dev	20'000	0	0	27'500	0
	Cow Breeding	Tunisia	dev	100	0	0	8'000	0
	Wheelchairs for Physically Challenged Children	Tunisia	dev	27	0	0	3'700	0
	Child Labor and Children Living on the Streets Prevention	Turkey	dev	20'000	0	99'005	0	0
	Safe Motherhood	Vietnam	dev	13'530	0	0	11'153	0
	Typhoon Xangsane	Vietnam	relief	3'590	0	0	4'030	0
47'090	0	0	719'932					
Australia	Emergency school rehabilitation in Western Aceh	Indonesia	dev	11'500	0	0	199'500	0
	water project	Laos	dev	0	0	0	80'000	0
	Flooding 2006-12 Network Appeal	Somalia	relief	12'000	0	0	7'614	0
	Community Recovery and Development Program	Thailand	dev	20'000	0	0	425'000	0
	Typhoon Xangsane	Vietnam	relief	3'590	0	0	7'818	0
92'060	389'500	315'000	572'237					
Austria	Aid for Refugees	Croatia	relief	300	39'500	0	0	0
	Water for Ethiopia	Ethiopia	dev	2'000	0	0	15'237	0
	Medical education	India	dev	2'000	0	0	50'000	0
	Tsunami relief	India	relief	500	0	0	70'000	0
	water project	Laos	dev	0	0	0	0	0
	Education	Mauritania	dev	100	0	0	20'000	0
	School furniture I	Mauritania	dev	100	0	0	25'000	0
	School furniture II	Mauritania	dev	100	0	0	25'000	0
	Medical Aid €	Mauritania	relief	3'000	0	0	0	0
	Training and school aid €	Mauritania	dev	500	0	0	0	0
	School furniture III €	Mauritania	dev	300	0	0	0	0
	Earthquake Emergency Shelter Bagh	Pakistan	relief	1'200	0	0	0	0
	Cow bank	Serbia	dev	100	0	0	5'000	0

Project Tracking System

Status of Projects!

Projects recorded in the PTS have one of the following status:

- **Planned**
A project shall get the status "Planned" when:
 - The ADCOM has decided to plan a certain project.
 - A first cost estimate has been made.
- **Submitted**
A project shall get the status "submitted" when:
 - The proposal has been submitted to a local donor and/or to at least one ADRA supporting office.
 - The "Notes" function in the PTS shall be used to indicate to which donor(s) the proposal has been submitted.
- **Being Implemented**
A project shall get the status "Implemented" when:
 - Funds to cover the full budget have been fully secured to successfully implement the project.
 - A project agreement has been signed between all the parties involved.
- **Completed**
A project shall get the status "completed" when:
 - The Implementation has been fully completed
 - The final report has been accepted by all the parties involved.
- **Declined**
A project shall get the status "declined" when:
 - After a certain period of time no sufficient funds have been found.
 - Any other reason that would hinder a successful implementation of the project.

Declaration and change of status will be explained later.

Archives!

Projects declared as "Completed" or „Declined" will remain in the current list until 31 December. Then at midnight they will be transfer into the archive automatically.

ADRA EUD Info Portal

Project Tracking

Implementing Offices Navigation: ▶ Supporting Offices ▶ Search ▶ Archives ▶ Statistics

1 2 3

Office	Name of Project	Main Stu	Archives	Dev/Rel	Benefic.	Pl
Alghambstan			Last Year		768 032	
Albania			2 years ago		1 065	
Angola			3 years ago		460	
Argentina			4 years ago		720	
Armenia			5 years ago		0	
Austria			Declined		0	
Bangladesh					24'500	
Belarus					0	
Belgium					0	

You will find a separate archive for:

- Last year
- 2 years ago
- 3 years ago
- 4 years ago
- 5 years ago
- Declined

ADRA EUD Info Port

Project Tracking

+	Suda	🇪🇺
+	Swaziland	
+	Switzerland	
+	Tajikistan	
+	Tanzania	
+	Thailand	
+	Togo	
+	Tunisia	
+	Capacity building III	€
+	Capacity building second year	
+	Classroom Renovations	€
+	Cow Breeding	🎥
+	FARMING	€
+	Healthy Life Style	
+	I.G.A.	
+	Material & Training in ROSE	
+	Material for ROSE II	
+	Multipurpose Rooms	€
+	Preparatory Class	
+	Regional Analysis 2005	€
+	School Material	€
+	Seamstresses	€
+	Social cases	
+	Support to 2 Youth Centers	
+	Wheelchairs for Physically Challenged	
+	Turkey	🇪🇺
+	Uganda	🇪🇺

Fertig

Different Icons:

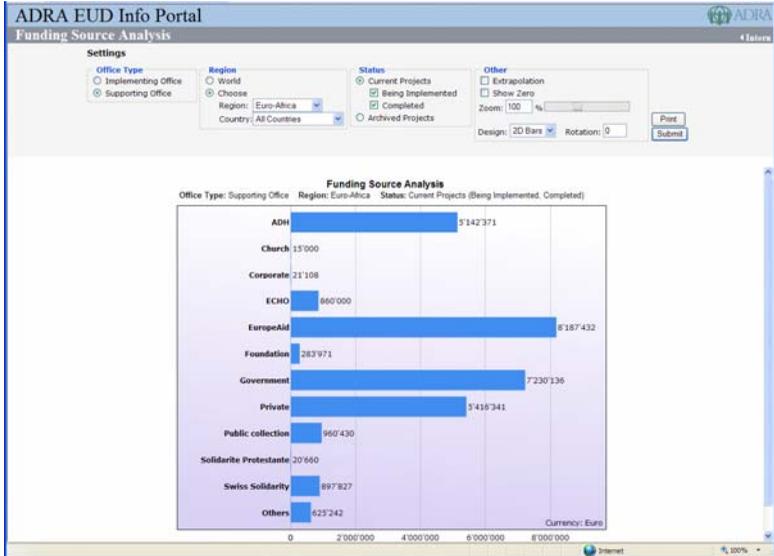
The **Europe flag** indicates that an EU project has been recorded.

A small video projector indicates that a short **video** has been uploaded and can be streamed online. You will either find them in the "Documents" and/or "Interim Reports".

The **€ (EUR)** sign calls for funding!

Statistics!

A „Funding Source Analysis“ tool is build into the system.



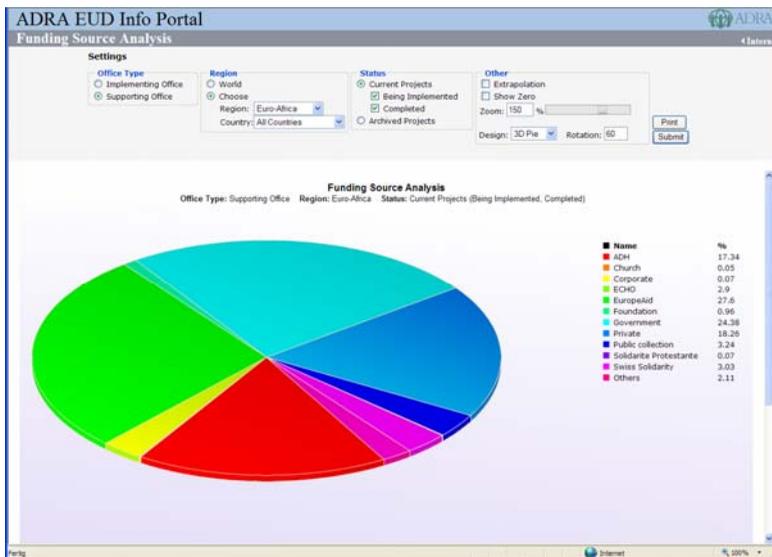
You can analyse funding sources at different levels:

- World
- Regions
- Countries

The analysis is based on the project that are being implemented and/or have been completed since the beginning of the current calendar year.

The graphics can be viewed in four different forms:

- 2D bars
- 3D bard
- 2D pie
- 3D pie



ADRA

Project Tracking System

How to use it!

Enter and edit information:

Again, the initiative to plan and start a project shall come from the implementing (beneficiary) side. Supporting offices may propose opportunities to implementing offices, but the registration of a new project will have to be done by the implementing office.

Supporting offices may only register a project for implementing offices which did not yet buy into the system. In this case, the supporting office will do all the editing in behalf of the implementing office. It will automatically have the login rights to do so.

We have to be aware that a project will go through different stages such as:

- **Planned**
- **Submitted**
- **Being Implemented**
- **Completed or Declined**

Here are some explanations concerning the different stages or **status** of the project as outlined in the ADRA EUD Operations Policies:

- **Planned**
A project shall get the status "Planned" when:
 - The ADCOM has decided to plan a certain project.
 - A first cost estimate has been made.

Now is the time to register the project in the PTS!

- **Submitted**
A project shall get the status "submitted" when:

Important

- The proposal has been submitted to a local donor and/or to at least one ADRA supporting office.
- The "Notes" function in the PTS shall be used to indicate to which supporting offices and to which local donor(s) the proposal has been submitted.

- **Being Implemented**

A project shall get the status "Implemented" when:

- Funds to cover the full budget have been fully secured to successfully implement the project.
- A project agreement has been signed between all the parties involved.

- **Completed**

A project shall get the status "completed" when:

- The Implementation has been fully completed
- The final report has been accepted by all the parties involved.

- **Declined**

A project shall get the status "declined" when:

- After a certain period of time no sufficient funds have been found.
- Any other reason that would hinder a successful implementation of the project.

In order to use the PTS your ADRA office needs a "User License". The owner of the PTS will sell you a "User License" for a small yearly fee. You will then receive a "Login" which is valid for the whole ADRA country office.

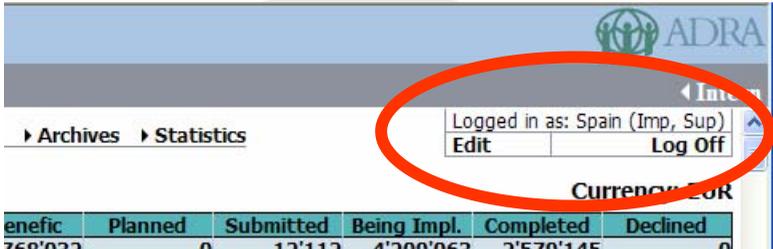
The image shows two overlapping screenshots. The top one is the 'ADRA EUD Info Portal' Project Tracking page, which includes a table of implementing offices and a 'Log In' button circled in red. The bottom one is a 'Windows Internet Explorer' popup window displaying a login form with fields for 'Username' and 'Password', and a 'Login' button.

Office	Issues of Project	Team Size	Office Size/Staff	Revenue	Planned	Subsidized	Money Used	Completed	Over Budget
Algeria	208	12	12	0	12 112	4 200 000	0	0	0
Albania	1 065	0	0	0	0	10 000 000	0	0	
Angola	2 000	0	0	0	0	404 000	0	0	
Argentina	7 000	0	0	0	0	18 260 000	0	0	
Austria	0	0	0	0	0	0	0	0	
Azerbaijan	24 500	0	0	0	0	0	0	0	
Bahrain	0	0	0	0	0	0	0	0	
Bangladesh	38 000	0	0	0	0	0	0	0	
Belgium	212	0	0	0	0	0	0	0	
Brazil	2 100	0	0	0	0	0	0	0	
Bulgaria	406 573	0	0	0	0	0	0	0	
Burkina Faso	2 100	0	0	0	0	0	0	0	
Burundi	25 000	0	0	0	0	0	0	0	
Cambodia	4 000	0	0	0	0	0	0	0	
Cameroon	1 000	0	0	0	0	0	0	0	
China	0	0	0	0	0	0	0	0	

Do not confuse the personal login for the ADRA EUD website with the login for the use of the PTS. The personal login allows you to view the PTS but does not allow you to enter and edit data.

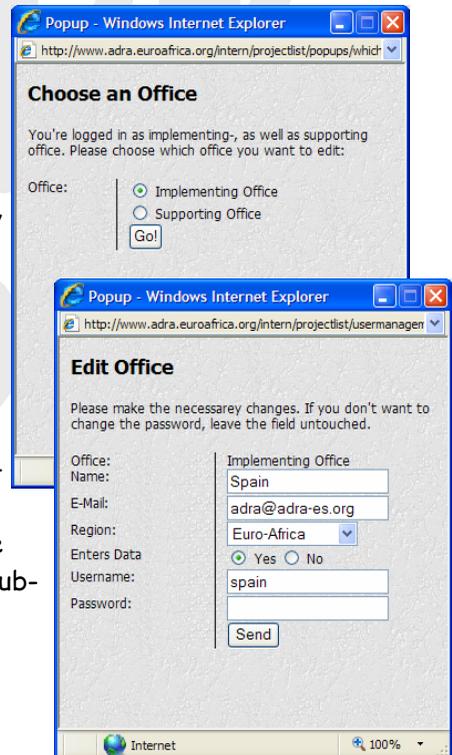
You can get a user license for your office as „supporting”, „implementing” office or for both.

After you have received your login including the pass word, you will have to change the password. Remember, when you



are registered as **implementing** and as **supporting office** you will have to change your password for both. When you are using the same password for both, you will be automatically logged in as both (implementing and supporting office).

The office login gives you automatically the access rights for entering and editing data concerning your country office and for those offices which have not yet subscribed to the PTS.

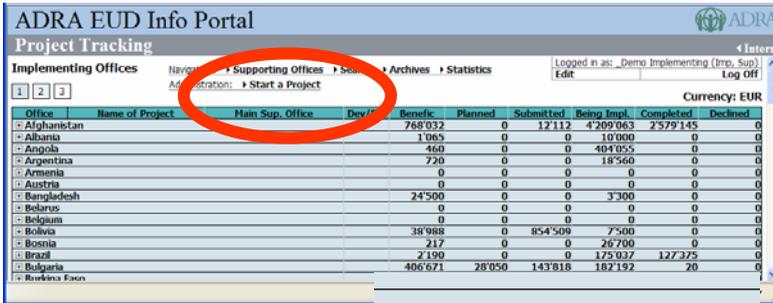


Important!

Do not change the username.

Only change the password from time to time.

Start a project



ADRA EUD Info Portal

Project Tracking

Implementing Offices Navigation: Supporting Offices Archives Statistics Logged in as: Demo Implementing (Imp, Sup) Edit Log Off

1 2 3 Administration: Start a Project Currency: EUR

Office	Name of Project	Main Sup. Office	Dev/Rel	Benefic.	Planned	Submitted	Being Impl.	Completed	Declined
Algharnistan				768'032	0	12'112	4'209'083	2'579'145	0
Albania				1'085	0	0	10'000	0	0
Angola				460	0	0	404'055	0	0
Argentina				720	0	0	18'560	0	0
Armenia				0	0	0	0	0	0
Austria				0	0	0	0	0	0
Bangladesh				24'500	0	0	3'300	0	0
Belarus				0	0	0	0	0	0
Belgium				0	0	0	0	0	0
Bolivia				38'988	0	854'509	7'500	0	0
Bosnia				217	0	0	26'700	0	0
Brazil				2'190	0	0	175'037	127'375	0
Bulgaria				406'671	28'050	143'818	162'192	20	0
Burkina Faso									

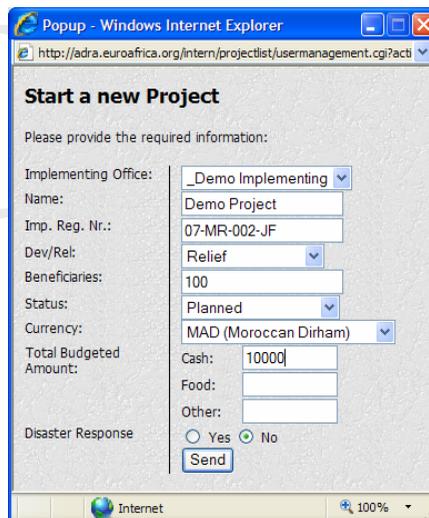
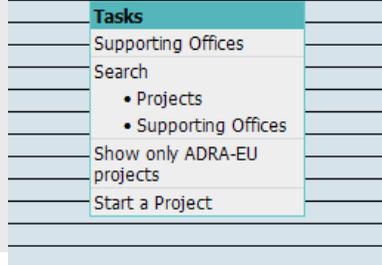
To start a project you have three different functions:

- click your right mouse key
- click "p" on your keyboard
- click at the top of the page

A small "Start a new project" window will appear and you will have to enter the required data.

Chose that currency on which the project budget will be base on.

The lines "Cash, Food, Other" correspond to the terms used by ADRA International to prepare the global Annual report. We recommend a **special system to number projects.**



Pop-up - Windows Internet Explorer

http://adra.euroafrica.org/inter/projectist/usermanagement.cgi?acti

Start a new Project

Please provide the required information:

Implementing Office:

Name:

Imp. Reg. Nr.:

Dev/Rel:

Beneficiaries:

Status:

Currency:

Total Budgeted Amount:

Cash:

Food:

Other:

Disaster Response Yes No

07 year of registering the project

XX two letters country abbreviation according to ISO

001 three digit number starting at 001 at the beginning of each year. This system will automatically propose the next available number. The same number cannot be entered twice.

JF initials of the desk officer.

Example:

07-CH-001-JF

Currencies

Usually the budget is based on the local currency.

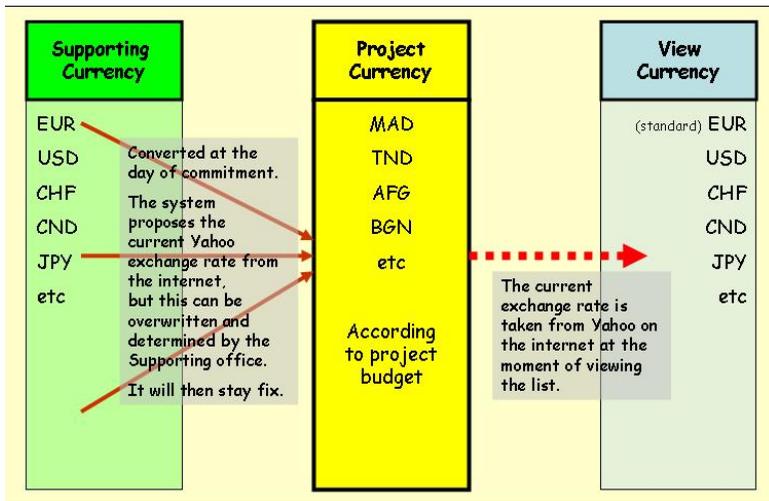
In case where the local currency is very soft, that budget can also be based on a hard foreign currency like the Euro or the US Dollar.

Users of the system would like to see the project list and its figures in their local currency. They may also want to present reports in form of current project lists to their board, ADCOM or any other purposes. Of course this reports should be base on their local currency. They system is designed in a way that it can take into account all of these factors.

The implementing office which starts the project can enter budgeted amounts in local currency. They system will then convert this amount into the base currency of the PTS which is the EUR.

Supporting offices can pledge and commit money in their currency. The system will automatically propose the current exchange rate, but the user may overwrite this and define its own exchange rate. This will then stay fix until the end of the project.

As mentioned above, viewers can view the list according to their currency.



Project Currency:

Start a new Project

Please provide the required information:

Implementing Office:

Name:

Imp. Reg. Nr.:

Dev/Rel:

Beneficiaries:

Status:

Currency: (circled in red)

Total Budget:

Amount:

Food:

Other:

Disaster Response: Yes No

Supporting Office Currency:

Add a Donor

Please provide the details:

Office:

Donor Organization:

Description:

Currency: (circled in red)

Exchange Rate:

Amount:

Purpose:

Fund: Submitted to donor Confirmed by donor

View Currency:

ADRA EUD Info Portal

Project Tracking

Implementing Offices: [Navigation](#) > [Supporting Offices](#) > [Search](#) > [Archives](#) > [Statistics](#)

1 2 3

EUR (Euro) (circled in red)

Office	Name of Project	Main Sup. Office	Dev/Rel	Benefi	Planned	Submitted	Being	Completed	Decl...
Alghanistan				771 707	0	208 633	4 209 063	0	0
Albania				1 065	0	0	10 000	0	0
Angola				460	0	0	404 025	0	0
Argentina				720	0	0	18 560	0	0
Armenia				0	0	0	0	0	0

When you have a project in Disaster Response you have also the possibility to mark it as such by clicking the "Yes" button in the line "Disaster Response". A window will then pop up asking for some more information concerning the project. This information will then be sent to the "Reuters Alert-Net" automatically by an RSS feed. Since ADRA is a member of the "Reuters Foundation" we also have to send in information about what ADRA is doing.

Normally development- and relief-projects are shown in a light blue line. Relief projects for disaster response will then be shown in a yellow line. This way it is easier to see which projects urgently need support. In order to make sure that your project will be "discovered" you should still send an e-mail to your potential

supporting offices making them aware of your project. Click on "Send" and your project is entered in to the system. Your internet explorer will show it in full detail (level 3).

Pop-up - Windows Internet Explorer
http://adra.euroafrica.org/intern/projectlist/usermanagement.cgi?ai

Start a new Project

Please provide the required information:

Implementing Office:

Name:

Imp. Reg. Nr.:

Dev/Rel:

Beneficiaries:

Status:

Currency:

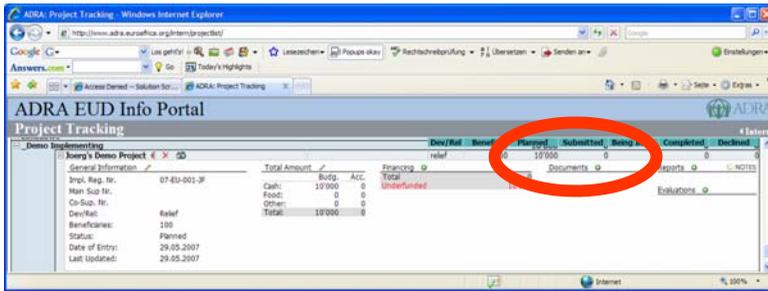
Total Budgeted Amount:

Food:

Other:

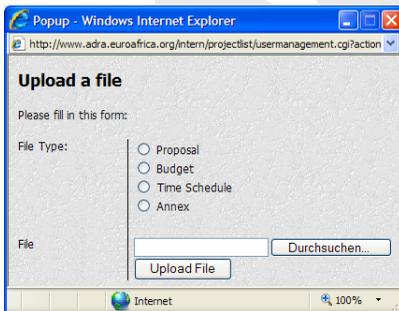
Disaster Response: Yes No

Short Description:



Upload any **document** which is related to your project. In the planning stage you will probably upload only a concept paper and a rough cost estimate. Before a project reaches the "Being Implemented" status, you will have the following documents uploaded:

- Proposal, describing the scope of work
- Budget reflecting the cost
- Time schedule showing the duration of the project
- Annexes such as official request or declarations, maps, photographs, etc.



Once the funding is secured and before the implementation will start, you will have to sign a project agreement with your supporting office. Provisions are made in the system to upload also "Project Agreements".

Later on, as the implementation of the project progresses,

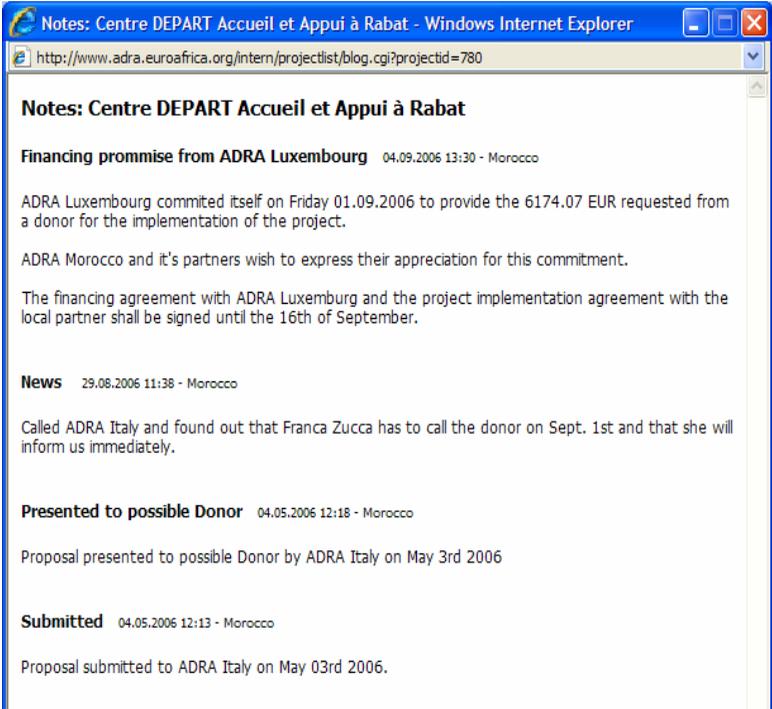
you will also upload "Interim-", "Final-*" and "Evaluation-Reports".

Under annexes you can also upload short videos in a "Windows Media Compatible" format. The resolution must be 352x288.

A small video projector will then appear behind the country name and the name of the project, indicating that as video is available.

Notes section:

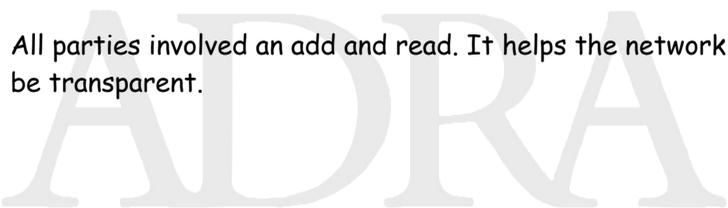
Use the "Notes" section to keep log of steps, actions and small verbal agreements. It can be used like a blog.



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Notes: Centre DEPART Accueil et Appui à Rabat - Windows Internet Explorer". The address bar shows the URL "http://www.adra.euroafrica.org/Intern/projectlist/blog.cgi?projectId=780". The main content area displays a blog post with the following structure:

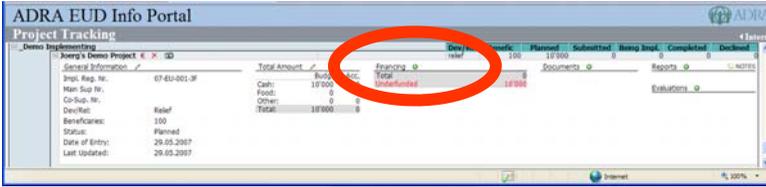
- Notes: Centre DEPART Accueil et Appui à Rabat**
- Financing promise from ADRA Luxembourg** 04.09.2006 13:30 - Morocco
- ADRA Luxembourg committed itself on Friday 01.09.2006 to provide the 6174.07 EUR requested from a donor for the implementation of the project.
- ADRA Morocco and it's partners wish to express their appreciation for this commitment.
- The financing agreement with ADRA Luxembourg and the project implementation agreement with the local partner shall be signed until the 16th of September.
- News** 29.08.2006 11:38 - Morocco
- Called ADRA Italy and found out that Franca Zucca has to call the donor on Sept. 1st and that she will inform us immediately.
- Presented to possible Donor** 04.05.2006 12:18 - Morocco
- Proposal presented to possible Donor by ADRA Italy on May 3rd 2006
- Submitted** 04.05.2006 12:13 - Morocco
- Proposal submitted to ADRA Italy on May 03rd 2006.

All parties involved an add and read. It helps the network to be transparent.

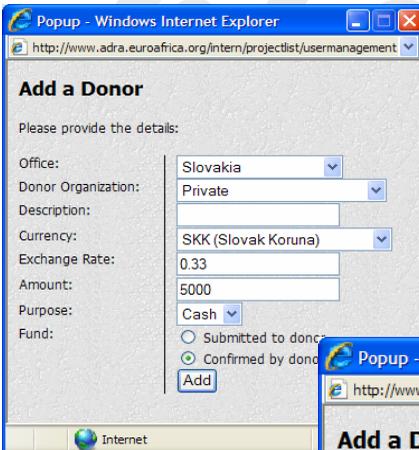


Add a donor!

If you get contributions locally, you can add a local donor. Click on the small green button next to "Financing".



You can add local donors or donors from those supporting offices that have not yet subscribed to the system.



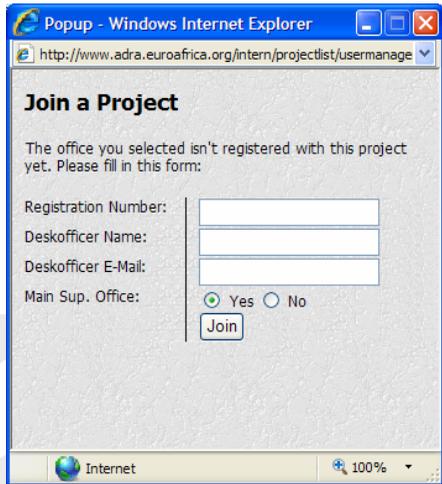
In a drop down menu you will be able to choose from different categories of donors. These different categories will be reflected later on in the "Funding Source Analysis" (statistics).

If your donor has already confirmed his donation you can click on "Confirmed by donor" if your donor has not yet confirmed his contribution you click on "Submitted to donor"

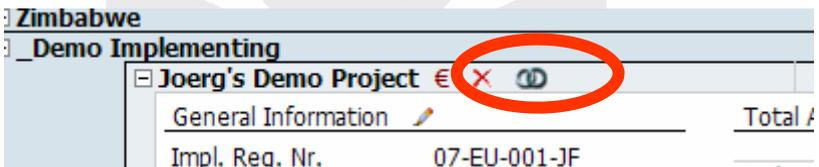


Project Tracking System

Normally supporting offices will **join a project** add their donations to the system directly. This can be done either by clicking on the green button next to "Finances" or by clicking on the two rings behind the project title. A pop-up window will then ask you to enter the data concerning your office.

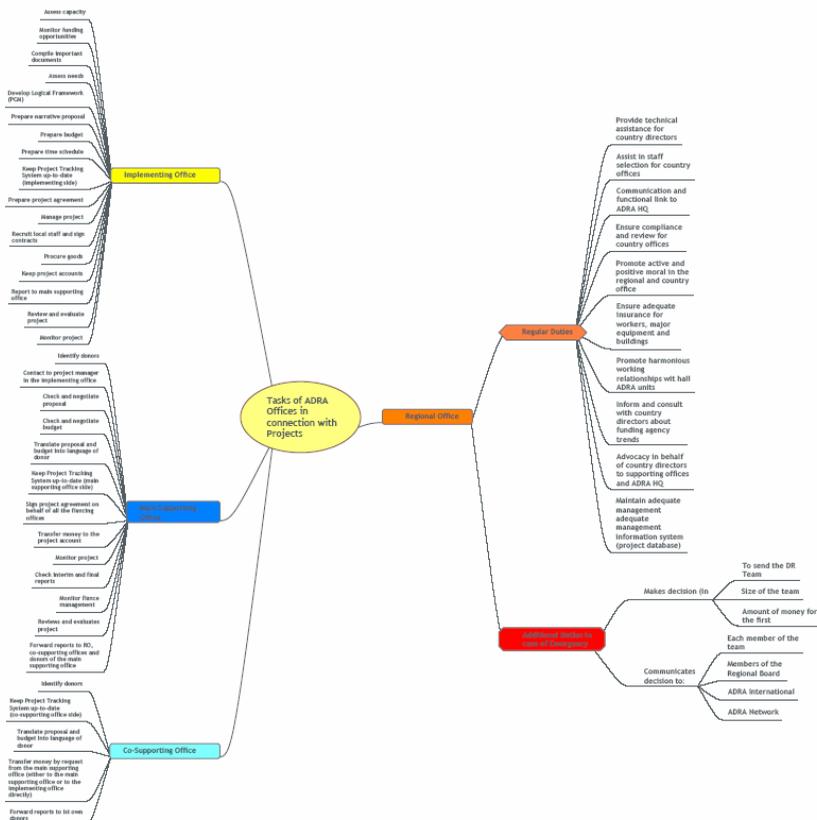


If there are several supporting offices, one (usually the one with the biggest contribution) will act as "Main Supporting Office". Other supporting offices will act as "Co-Supporting Offices". The roles of these different actors are clearly



defined in the document "Tasks of ADRA Offices".

The implementing office will have to negotiate with the different supporting offices on which office will become the "Main Supporting Office".



Your login will also give your rights to edit and delete data.

Take note of the small red crosses (delete) and the pencils (edit).

		Financing	Dev/Rel	Bene
€	Bud.	Acc.		
	10'000	0		2'00
	0	0		2'00
	0	2'000		2'00
	10'000	2'000		8'00

Change of Status:

Planned

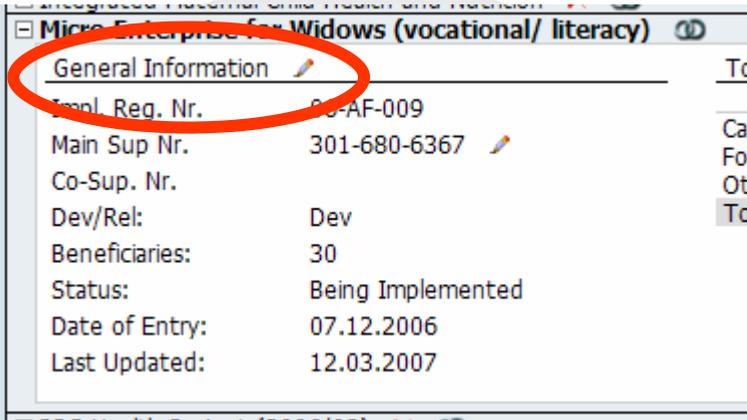
Submitted

Being Implemented

Completed / Declined

(see also pages 12 and 13)

Open the project on level 3 and edit "General Information.



A small window will open where you can select from a drop down menu the status.

Make these changes as soon as they occur!



Project completed:

When the implementation of a project is completed the implementing office will write a final report which includes all relevant document. The narrative report, finance report, photographs and nay other document should be combined in one pdf file. This file can then be uploaded in the PTS as "Final Report". The Main supporting office will then check the report and send it to all relevant stakeholders. As soon as the OK is in from all key players, the main supporting office then declares the final report as "accepted". Only then, the implementing office may change the status of the project to "Completed".

The screenshot shows the ADRA PTS interface for an 'Intern' user. The top navigation bar includes the ADRA logo and the user name 'Intern'. Below this is a status bar with tabs: 'Planned', 'Submitted', 'Being Impl.', 'Completed', and 'Declined'. The 'Completed' tab is active. The main content area is divided into sections: 'Documents', 'Reports', and 'Evaluations'. Under 'Documents', there are two items: 'Proposal' and 'Budget', both with a red 'X' icon. Under 'Reports', there are two items: 'Interim Reports' and 'Final report'. The 'Final report' item has a green checkmark and a red 'X' icon, and is circled in red. Under 'Evaluations', there is one item with a green checkmark icon. A vertical list of numbers is visible on the left side of the interface.

This screenshot is similar to the one above, showing the ADRA PTS interface for an 'Intern' user. The 'Completed' tab is active. In the 'Reports' section, the 'Final report' item is now labeled '(Accepted!)' and is circled in red. The 'Proposal' and 'Budget' items in the 'Documents' section remain with red 'X' icons. The 'Final report' item in the 'Reports' section has a green checkmark and a red 'X' icon. The 'Evaluations' section shows one item with a green checkmark icon. The vertical list of numbers on the left is also present.

Staff Travel Coordination Tool (STCT)

The Staff Travel Coordination Tool is an online instrument to make staff trips visible to our colleagues.

ADRA EUD Info Portal
Welcome

Intern

Welcome to the ADRA EUD Info Portal.
The "News"-section is open for everyone. Access to the other areas is given only to qualified individuals. If you think you should have access, please contact info@adra.euroafrica.org.

New Files

Standards	Communication	Project Coordination	Info	Country Offices
<ul style="list-style-type: none"> Budget and Accounts for EUD Country Offices Budget and Accounts for Projects Contracts, Agreements Disaster Response Guidelines Human Resources Management Cost Office Review Policies Programming Security Terms 	<ul style="list-style-type: none"> Forum News Co-ordinate Meetings 	<ul style="list-style-type: none"> Project Tracking Staff Travel Coordination Tool Status of Projects Instructions for the PTS Project Numbers Tasks of the ADRA Offices 	<ul style="list-style-type: none"> Abbreviations Address list Disaster and Famine Relief Offering Education Humanitarian Transports Insurance Interesting Links Itineraries Strategic Plan Technical information 	<ul style="list-style-type: none"> Afghanistan Austria Bulgaria Czech Republic European Union France Germany Iran Italy Luxembourg Morocco Portugal Romania Slovakia Spain Sudan/Sudan Tunisia Turkey

ADRA EUD Info Portal
Staff Travel Coordination Tool

Date range: From: To: Zoom: %

New entry! Logged in as: Administrator (Jörg) [Log Off](#)

	Start	End	Mai	Jun	Jul
Belgium					
✗ Daniel Dräxler	15.05.07	16.05.07			
✗ Erich Lischek	24.05.07	25.05.07			
✗ Erich Lischek	06.06.07	08.06.07			
Bulgaria					
✗ Walter Macher	08.05.07	11.05.07			
Ethiopia					
✗ Anita Obenaus	03.05.07	18.05.07			
Guinea Bissau					
✗ Alexandre Gasser	20.06.07	24.06.07			
Kenya					
✗ Alexandre Gasser	10.06.07	14.06.07			
✗ Frank Brenda	08.06.07	25.06.07			
Mauritania					
✗ Alexandre Gasser	15.06.07	19.06.07			
Mongolia					
✗ Joakim Cotting	04.05.07	30.05.07			
Morocco					
✗ Rafael Calonge	24.05.07	27.05.07			
Russian Federation					
✗ Mario Oliveira	25.05.07	29.05.07			
Spain					
✗ Alexandre Gasser	03.05.07	09.05.07			
✗ Daniel Dräxler	02.05.07	09.05.07			
✗ Mario Oliveira	06.05.07	08.05.07			
✗ Robert Spannlang	03.05.07	09.05.07			
Thailand					
✗ Gabriela Zipper	07.05.07	15.05.07			
USA					
✗ Erich Lischek	24.06.07	28.06.07			

It is interlinked with the PTS. You will have to use the same login as you are using to make changes in the PTS. You will then be allowed to make new entries and to edit you own recordings. In a pop-up window you will then be asked to give all the information necessary. In a drop-down list you can select the country your are going to visit. Enter your name. In a pop-up calendar you can select the dates. In the section "**Visited Projects**" you will see all the projects recorded in that selected country. With a mouse click you can select the project your are going to visit. Holding down the ctrl key will allow you to select several projects at the same time. If you have other business to do in that country, please indicate it in the section "**Other Purposes**". You can also upload files which are related to your trip. This is especially helpful to up-load trip reports. If you hover with your mouse cursor over the bar a small pop-up window will show you **which projects** the person will be visiting. A click on the bar will show you which files have been up-loaded. You can download such files on your computer or you can view them online.

Our colleagues from the ADRA implementing offices wish that project and any other visits would be more coordinated in between the supporting offices. They wish that visitors would come to visit projects at the same time. This would safe them time and money.

Project Tracking System

