Management Liaison

Project Leader

Project Coordinator

Some considerations to keep in mind:

- Management Liaisons have full privileges, thus they will be able to modify everything in the system.
- All questions in this form are mandatory.
- Project Leaders will be able to assign a Project Coordinator who will have similar privileges (*as indicated in by the icons*) with the exception of submitting the project.

Title: Text (max. 20 words)

	Start date (dd-MM-yyyy)		End date (dd-MM-yyyy)		
ML	Management liaison	\<Pick list>	Mgmt. liaison contact	\<Pick list>	ML
ML	Lead organization	\<Pick list>	Project leader		ML
	Project type	\<Automatically defined by the system>	Detailed project workplan	\<Attachment>	PL PC

ML Project is working on

Flaship(s)	Region(s)
CCAFS Flagships	CCAFS Regions

PC PL Bilateral project(s) contributing to this project
\<Pick list – Bilateral projects>

PC PL Summary
Text (max. 150 words).

2

Project Partners

Partner #1 (Leader)

Institution: Organization name and acronym <Pick list>

CCAFS Partner(s) allocating budget: If partner is not PPA <Pick list>

Persons

Type	Person	Responsibilities and contributions
Project Leader	Full name and email	Text (max. 100 words).
Partner	Full name and email	Text (max. 100 words).

Partner #2
… Etc.

For on-going projects only.

Please note any lessons regarding your partnerships and possible implications for the coming reporting cycle:
Text (max. 100 words).

Locations

Project level	Latitude	Longitude	Name
Region	Not applicable	Not applicable	<City>
Country	Not applicable	Not applicable	<City>
Providence	<Decimal format>	<Decimal format>	<City>
District	Not applicable	Not applicable	<City>
Ward	<Decimal format>	<Decimal format>	<City>
Village	<Decimal format>	<Decimal format>	<City>
Household	<Decimal format>	<Decimal format>	<City>
Etc.. <Pick List>	<Decimal format>	<Decimal format>	<City>

For on-going projects only.

Please note any lessons regarding your project locations and possible implications for the coming reporting cycle:
Text (max. 100 words).

Outcomes

1. Project outcome narrative

Project outcome statement
Text (max. 150 words).

Annual progress towards outcome (end of 2016)
Text (max. 80 words).

Annual progress towards outcome (end of 2017)
Text (max. 80 words).

2. Gender and social inclusion to project outcome

Narrative of the gender and social inclusion dimension of the expected research outcome overall:
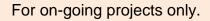Text (max. 150 words)

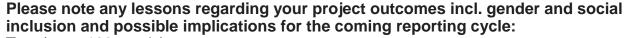**2016 plan for the expected gender and social inclusion contribution to your anticipated outcome:**
Text (max. 100 words)

2017 plan for the expected gender and social inclusion contribution to your anticipated outcome:
Text (max. 100 words)

For on-going projects only.

Please note any lessons regarding your project outcomes incl. gender and social inclusion and possible implications for the coming reporting cycle:
Text (max. 100 words).

3. Contribution to CCAFS Outcomes

RP WA - Outcome 2019: <Outcome description – *generated by the system*>.

Indicator #: <Indicator description – *generated by the system*>

Year	Target value	Target narrative
2019	<Number>	Text (max. 100 words).
2015	<Number>	Text (max. 100 words).
2016	<Number>	Text (max. 100 words).

Etc…

For on-going projects only.

Please note any lessons regarding your CCAFS outcomes and possible implications for the coming reporting cycle:
Text (max. 100 words).

Project outputs

1. Overview by MOGs

Major Output groups - 2019

FP # - MOG #: <Major Output Group description – *generated by the system*>

Brief bullet points of your expected annual 2019 contribution towards the selected MOG
Text (max. 50 words)

Brief plan of the gender and social inclusion dimension of the expected annual output
Text (max. 50 words)

Major Output groups - 2016

FP 4 - MOG # 1: <Major Output Group description – *generated by the system*>

Brief bullet points of your expected annual 2016 contribution towards the selected MOG
Text (max. 50 words)

Brief plan of the gender and social inclusion dimension of the expected annual output
Text (max. 50 words)

> For on-going projects only.

Please note any lessons regarding your major output groups (MOGs) and possible implications for the coming reporting cycle:
Text (max. 100 words).

Deliverables

PL · **Expected deliverable #**

Deliverable Information

Title: Text (max. 15 words)
MOG: <Pick list>
Year of expected completion: <Pick list>

Main Type: <Pick list>	**Sub Type:** <Pick list>

Next User

Text (max. 20 words)

Strategies (facilitation, engagement, knowledge sharing etc.) will be used to encourage and enable next user to utilize deliverables and adopt changes:
Text (max. 80 words)

Knowledge, attitude, skills and practice changes expected in next user:
Text (max. 80 words)

Partners contributing to this deliverable

Partner (Responsible): <Pick list from partners>
Partner (Other): <Pick list from partners>
Partner (Other): <Pick list from partners>
Etc…

> For on-going projects only. (*Will be asked per deliverable).*

PL · **Please note any lessons regarding your outputs, contributing partners and possible implications for the coming reporting cycle:**
Text (max. 100 words).

6. Activities

Activity #

Title: Text (max. 15 words)	
Description: Text (max. 150 words)	
Start date (dd-MM-yyyy):	**End date (dd-MM-yyyy):**
Leader: <Pick list from partners>	

Etc…

> For on-going projects only.

Please note any lessons regarding your activities and possible implications for the coming reporting cycle:
Text (max. 100 words).

Project budget

1. Budget by partners

Partner name *<automatically generated>*

Year	Amount W1/W2 (USD)	Gender W1/W2	
		(%)	**(USD)**
2014	$ <number>	% <number>	$ <calculated>
2015	$ <number>	% <number>	$ <calculated>
2016	$ <number>	% <number>	$ <calculated>
2017	$ <number>	% <number>	$ <calculated>

Etc…

7.2 Budget by MOG

FP # - MOG #: <MOG description – *automatically generated*>

Year	Total W1/W2 budget		Total gender W1/W2 budget	
	(%)	**(USD)**	**(%)**	**(USD)**
2014	% <number>	$ <calculated>	% <number>	$ <calculated>
2015	% <number>	$ <calculated>	% <number>	$ <calculated>
2016	% <number>	$ <calculated>	% <number>	$ <calculated>
2017	% <number>	$ <calculated>	% <number>	$ <calculated>

Etc…