

# COMPASS

by Nisria.inc

## Overview.

### Introduction

Nisria is expanding its impact across the community through multiple programs focused on education, microfunding, rescue, feeding, and vocational training.

Currently, accessing and managing critical documentation is inefficient, leading to delays in grant applications, reporting, and internal operations.

**Compass by Nisria.Inc** aims to solve this by creating an in-house, centralized platform where all Nisria's key data and documents are:

- Categorized clearly
- Easily accessible to authorized users
- Editable and updatable in real time
- Designed to support operations and funding initiatives seamlessly

This system will strengthen organizational efficiency, improve grant competitiveness, and create long-term knowledge retention.

## Core Modules and Features.

### 1. Nisria Programs Management

Each program will have a dedicated dashboard:

- **Education Program**
  - Total number of students
  - Current level of education
  - Enrollment date
  - Duration in program

- Monthly budget
- Annual budget
- **Micro Fund Program**
  - Program start date
  - Total number of women involved (historical and current)
  - Current active number
  - Monthly budget
  - Annual budget
- **Rescue Program**
  - Program start date
  - Total number of children rescued
  - Number of children reunited
  - Current number of children in care
  - Full names and ages (past and present)
  - Monthly budget
  - Annual budget
- **Feeding Program**
  - Program start date
  - Total number of families reached
  - Monthly budget
  - Annual budget
- **Maisha by Nisria (Sub-brand)**
  - Total number of vocational trainees
  - Names, enrollment dates, and training progress
  - Number of trainers
  - Monthly budget
  - Annual budget

## 2. Grants and Funding Management

- **Central Grants Archive**
  - Bank statements
  - CBO & NGO Certifications
  - Impact reports
  - Pitch decks
  - Email templates (partnerships, grant appeals)
  - Master monthly and annual budget for Maisha + Nisria combined
- **Grants Workflow System**
  - Grant opportunity matching to specific programs
  - Status tags: Pending / Applied / Approved
  - Auto-sort pending grants by approaching deadlines
  - Push notifications/reminders for grants nearing application deadlines
  - Dynamic status updates to move grants to "Applied" or "Approved" folders

## 3. Admin Features

- Admin dashboard with:

- **Add, Edit, Remove** capabilities for all data points
- **Custom access control** (define who sees/edits what)
- **Auto archive outdated files** (optional: soft delete with undo feature)

## Final Note

**Compass by Nisria.Inc** isn't just a storage solution — it's the new brain of Nisria.

It will power faster decisions, quicker grant applications, and tighter project management — making the organization more sustainable and scalable.

## Platform Admins & Access Roles.

Admin Name	Access Level	Responsibilities
<b>Nur M'Nasria</b>	Super Admin	Full domain access. Can add, remove, and edit any document or user. Has overall control of the Compass platform and ultimate authority over system management.
<b>Nur M'Nasria</b>	Admin	Access to view, edit, and upload documents relevant to all programs.
<b>Cynthia Mwangi</b>	Admin	Access to view, edit, and upload documents relevant to all programs.
<b>Malek Joseph</b>	Admin (Management Lead)	In charge of Compass operations and grants management. Ensures platform optimization, supervises data updates, monitors grant applications, and drives grant workflow efficiency.
<b>Wahome Jeremy</b>	Admin (Management Lead)	Shares operational responsibility with Malek. Oversees platform performance, updates, and leads grant application and compliance tracking.
<b>Mohanad</b>	Admin (Grant Officer)	Focused on grant sourcing, matching, and applications. Updates grant sections and deadlines within Compass.
<b>Mervat</b>	Admin (Grant Officer)	Focused on grant research, documentation uploads, and application status tracking. Assists in managing the grants module and deadlines.