**MIS REVIEW PLANNER**

**NOVEMBER - DECEMBER 2015**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NO. | TASK | START DATE | END DATE | DURATION OF TASK(WORKING DAYS) | % COMPLETION | LEAD PERSON | STATUS | NOTES | REVIEW DATE |
| 1 | **Change the branding to the new CPM branding** | **Nov 18th** | ***Nov,24th*** | ***6*** |  | **CPM-PROSSCOVIA** | **Ongoing** |  |  |
| 2 | **Reduce the number data reports. Maintain the PTT and MELA reports. In the MELA report include semiannual and annual columns, include all disaggregates. Include all the financial years and a column for % achievement based on annual targets and one column % achievement based on LOA targets** | **Nov 20th** | ***Nov,30th*** | ***8*** |  | **DC-APOLLO** | **Ongoing** |  |  |
| 3 | **Move performance data maps to Activity reports** | **Nov 18th** | **Nov,19th** | **2** |  | **DC-APOLLO** | **Done** |  |  |
| 4 | **Form 6 survey add a drop down menu for survey periods. E.g. FY14 Semiannual - March 1st - April 30th FY14 Annual - September 1st - October 30th** | **Nov 30th** | **Dec 1st** | **10** |  | **DC-APOLLO** | **Ongoing** |  |  |
| 5 | **Progress against targets move it to under Activity reports** | **Nov 30th** | ***1st Dec*** | **2** |  | **DC-APOLLO** | **Ongoing** | ***Caroline to share a template of this report*** |  |
| 6 | **PMP extrapolation view should be by administrator only, move it to MER setup** | **Nov 18th** | ***19thNov*** | **2** |  | **DC-ADRINE** | **Done** |  |  |
| 7 | **Create upload function in the document repository for Annual reports, Quarterly reports, Success stories and Deviation narratives** | **Nov 24th** | ***26thNov*** | **3** |  | **DC-APOLLO** | **Ongoing** |  |  |
| 8 | **Create a place for performance narratives for each year , i.e. Yr1, Yr2, Yr3, Yr4, Yr5 under document repository** | **Nov 24th** | ***26thNov*** | **3** |  | **DC-APOLLO** | **Ongoing** |  |  |
| 9 | **Under outcome mapping create uploads for outcome mapping docs** | **Nov 18th** | ***TBD*** |  |  | **DC-APOLLO** | **Pending** |  |  |
| 10 | **Under partners inventory - remove page for farmers** | **Nov 18th** | ***19th Nov*** | **2** |  | **DC-APOLLO** | **Done** |  |  |
| 11 | **View organizations (restrict view based on user roles)** | **Nov 18th** | ***19th Nov*** | **2** |  | **DC-ADRINE** | **Done** |  |  |
| 12 | **Under Activity report - delete activity report page** | **Nov 18th** | ***19th Nov*** | **2** |  | **DC-APOLLO** | **Done** |  |  |
| 13 | **Include a report validation (data cleaning module)** | **Dec 2nd** | ***11th Dec*** | **10** |  | **DC-MICHAEL** | **Ongoing** |  |  |
| 14 | **Compile Dash board questions(CPM)** | **Nov 18th** | **Nov 27th** | **7** |  | **DC-MICHAEL&&CPM-CAROLINE** | **Ongoing** |  |  |
| 15 | **Meet on Wednesday Nov 25th to look at the computations done outside the system that can put into the system** | **Nov 25th** | **Nov 25th** | **1** |  | **CPM-CAROLINE** | **Done** |  |  |
| 16 | **Have a meeting in December to look at the status of tasks** | **TBD** | **TBD** | **1** |  | **DC/CPM-PROJECT MANAGERS** | **Pending** |  |  |