Instructions for documenting Changes during Partner Project Implementation

Introduction

These instructions serve to outline how to document and approve changes during project/ programme implementation.

The rolling budget represents a continuous multi-year financial project planning combined with a rolling forecast for the current year.

According to our Core Operations approach, changes are to be duly documented in ProMIS project pages document library and captured in the Finance tab. All approvals are automatically filed under the folder +99 Approvals.
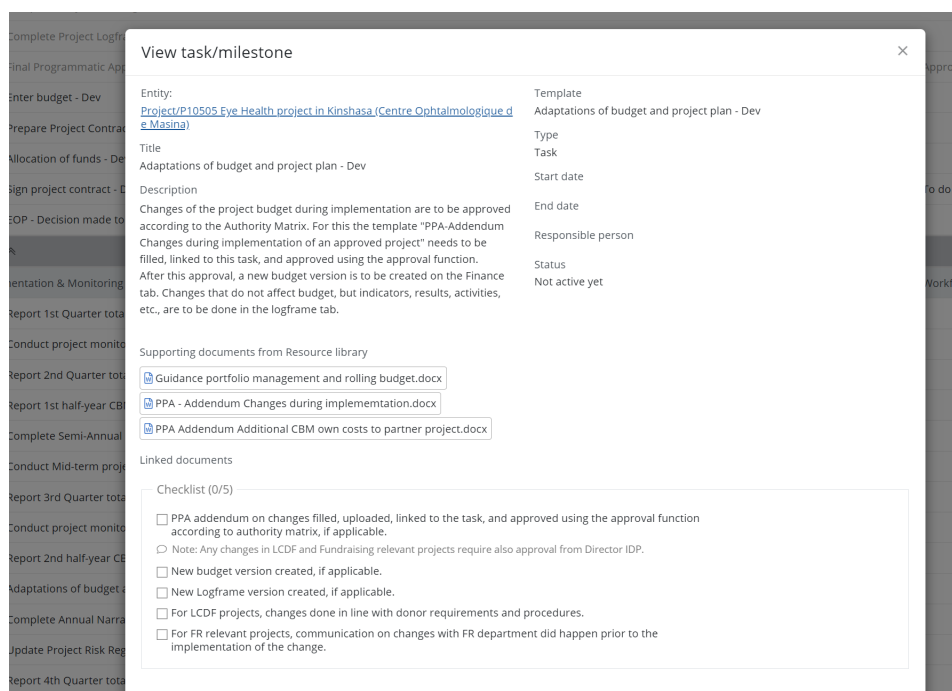
The Authority Matrix lays out who needs to approve. **LCDF and FR relevant projects are to follow donor requirements.** The general principles claim 3-way-working collaboration and early involvement of Resource Mobilisation teams (Institutional Donor & Philanthropy and Individual Giving & Donor Management) **prior to any changes.**

Rolling budget changes

There are 3 possible scenarios:

I. **Total MYP budget does not change, but results, indicators and activities or project duration change.**

➔ Go to ProMIS project cycle task "Adaptations of budget and project plan" in the Implementation & Monitoring phase of the current year.

➔ Select PPA Addendum template and fill it in.

Addendum to CBM Programmatic Project Approval Form (PPA)
v 03.01 August 2023

Changes during implementation of an approved project

Please note:
1. Changes are to be approved according to authority matrix
2. Changes in fundraising relevant projects need to be aligned with IDP _prior_ to the approval.

Project number:	
Project title:	
Name of Partner(s):	
Country:		**Timeframe:**	project start and end date

Changes have effect on total project costs	☐	The changes have **NO** effect on total project costs	☐

Change in results, activities and costs related to above approved project:

Result(s)	Description	Indicator	Target
specify affected result number(s) from section A or add new result number(s)	description of the result	insert any new indicators	enter new targets

➔ Create Approval according to Authority Matrix (PP4-4d). For approvals of CEO's please select Programmatic Approval after respective approvers.

No need to create new budget version!

CBM Authority Matrix Section 1 - Partner Project-related authorities										
No.	Authority Item	Bandwidth (in EUR)	Jointly Y/N	Authority Delegable downwards	CEO Fundraising & Administration	CEO Communication Programmes	Division Director	Initiative Director	Director of Finance and Operations Development	Department Head/Country Director*
PP4	Approval of changes to plans during implementation - as long as overall budget for whole project duration is unchanged	<25k	N							x
PP4a	Approval of changes to plans during implementation - as long as overall budget for whole project duration is unchanged	25k-125k	Y					x		x
PP4b	Approval of changes to plans during implementation - as long as overall budget for whole project duration is unchanged	125k-250k	Y				x	x		
PP4c	Approval of changes to plans during implementation - as long as overall budget for whole project duration is unchanged	250k-500k	Y				x	x	x	
PP4d	Approval of changes to plans during implementation - as long as overall budget for whole project duration is unchanged	> 500k	Y		x	x				

➔ Go to Project Status and change where necessary (time, scope, budget). The update of the Project Status rating is done in ProMIS project page Overview tab (Project Status box).

View

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PROJECT STATUS

Date of review	26-07-2023
Status - Time	🟥 Red
Status - Budget	🟩 Green
Status - Scope	🟩 Green
Status - Critical issues	🟩 Green
Overall project status	🟧 Amber

View
View

➔ If **logframe results or indicators are changed**, a new version of the Logframe is to be created in ProMIS Logframe tab in the project page, after 3-way-working consultations.

➔ If the **project duration (Period)** changes:

a) go to task "Adaptation of budget and project plan" in the Implementation & Monitoring phase of the current year, select PPA Addendum template and process an Approval according to Authority Matrix (PP6a-6e).

b) update End date and Admin end date in the project Overview after task "Adaptation of budget and project plan" is approved:

c) prepare a draft Addendum to the Project Contract and send it to PSM (Venkatesh N.S) for obtaining CEOs signatures. **Note**: A sample of project contract Addendums can be found in the Ressource library under the following link: [Samples project contract addendum_period extension.docx](#)

II. **Total MYP budget does not change, but budget amounts shifting between years.**

➔ Change Project Status where necessary (time, scope, budget). The update of the Project Status rating is done in ProMIS project page Overview tab (Project Status box). See screenshot under I.

➔ In case the budget changes affect the existing annual Forecast, the annual Forecast amount must be adjusted accordingly via the Budget sub-tab under ProMIS Finance tab.

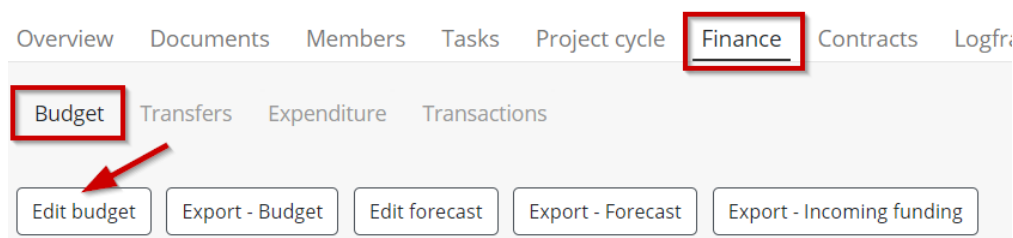| Overview	Documents	Members	Tasks	Project cycle	**Finance**	Contracts	Logframe

Budget	Transfers	Expenditure	Transactions

Edit budget	Export - Budget	Edit forecast	Export - Forecast	Export - Incoming funding
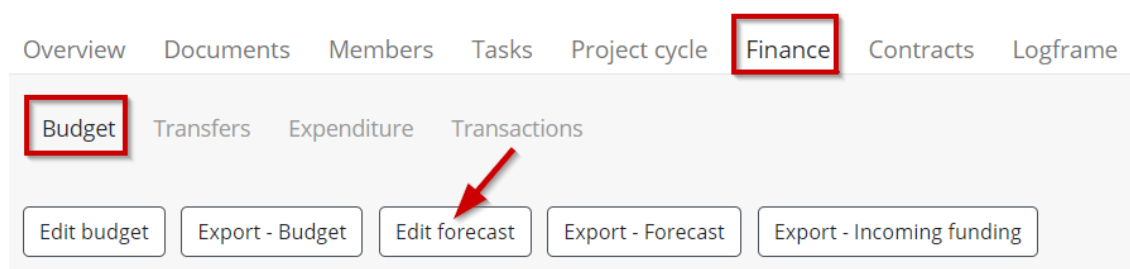
III. **Total MYP budget changes**

➔ Go to ProMIS project cycle "Adaptations of budget and project plan" task under Implementation and Monitoring phase of the current year. See screenshot under I.

➔ Select PPA Addendum template and fill it in. See screenshot under I.

Create Approval according to Authority Matrix (5-5d). For approvals of CEO's please select Programmatic Approval after respective approvers.

No.	Authority Item	Bandwidth (in EUR)	Jointly[3] Y/N	Authority Delegable downward	CEO Fundraising & Administration	CEO Communication & Programmes	Division Director	Initiative Director	Director of Finance and Operations Developmen	Department Head/Country Director*
PP5a	Approval of increase of overall project budget during implementation[2,6]	<50k	Y	<10k				x		x
PP5b	Approval of increase of overall project budget during implementation[2,6]	50k-125k	Y				x	x		
PP5c	Approval of increase of overall project budget during implementation[2,6]	125k-250k	Y				x	x	x	
PP5d	Approval of increase of overall project budget during implementation[2,6]	> 250k	Y		x	x				

➔ After approval, go to Finance tab, click on Edit budget, enter the budget amounts (increase/decrease) and send it for approval to the Country Director.

Overview	Documents	Members	Tasks	Project cycle	**Finance**	Contracts	Logfra

Budget	Transfers	Expenditure	Transactions

Edit budget	Export - Budget	Edit forecast	Export - Forecast	Export - Incoming funding

➔ Inform Programmatic Approval by mail about budget changes so that the allocation can be updated.

➔ Change Project Status where necessary (time, scope, budget). The update of the Project Status rating is done in ProMIS project page Overview tab (Project Status box). See screenshot under I.

➔ In case the budget changes affect the existing annual Forecast, the annual Forecast amount must be adjusted accordingly via the Budget sub-tab under ProMIS Finance tab. See screenshot in scenario II above.

➔ Update the Project Financial Report Template with the changes to have total budget aligned with the budget in ProMIS.

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