

CBM Quick Process Reference Guide (QPRG)

for Project Status and Forecast of Transfers (Payments) to Partners

Process description

1. Introduction and scope

The **Project Status** Review is a function in ProMIS (located on the Project Overview page) to regularly enter and continuously assess the overall programmatic and financial project performance. The programmatic status assessment is based on the criteria time, budget, scope and critical issues. It is displayed as a traffic light system including mandatory comments and mitigation acts to elaborate on the ratings.

The financial **Forecast** refers to the regular update of expected transfers (payments) to partners per year over the entire project duration (MYP duration).

2. Key stakeholders in the process

These functions serve the purpose of providing an up-to-date orientation on overall project performance and early capturing of financial project implementation changes for Project Managers, Initiatives, Management and Fundraising Units.

3. Definitions for Project Performance (Status) rating

Following definitions apply when entries are done. It is recommended to use Narrative Project Reports (NPR), Project Financial Reports (PFR), other reporting tools and/ or project visits as an information source for the rating.

NOTE: For all statuses being marked with yellow or red traffic lights, the “Reasons for rating” and “Actions to be undertaken” must be entered in the fields provided in ProMIS.

A. **Status Time** - select a traffic light according to the following definitions:

| Time | <i>Will the project be able to implement its planned activities according to the timeframe in the approved Activity Schedule?</i> |
|-------|---|
| Green | All activities are expected to be implemented according to Activity Schedule and within approved due date for the project |
| Amber | All activities are expected to be implemented within the same year as initial planning but not in the same quarter |
| Red | Some activities will not be implemented in the planned year or will not be implemented at all within the given project duration |

B. Status Budget - select a traffic light according to the following definitions:

| Budget | <i>Will the project be able to implement all planned activities with the currently allocated total project budget?</i> |
|---------------|--|
| Green | 100% (+/-5%) of the project budget will be utilized during the project duration. |
| Amber | 1. 85-94% of the project budget will be utilized during the project duration 2. 6-15% of the original project budget will be overspent (additional funding required) |
| Red | 1. It is expected that less than 85% of the project budget will be utilized 2. More than 15% of the original project budget will be overspent (additional funding required) |

C. Status Scope - select a traffic light according to the following definitions:

| Scope | <i>Will the project be able to reach all its set indicators by the end of the project?</i> |
|--------------|---|
| Green | All indicators are expected to meet at least 90% of the agreed targets |
| Amber | At least two (2) target group relevant indicators ¹ will not meet 90% of its set targets |
| Red | At least two (2) target group relevant indicators will not meet 70% of its set targets |

D. Status Critical Issue - select a traffic light according to the following definitions:

| Critical Issue | <i>Are there any outstanding critical issues that may affect the outcome of the project?</i> |
|-----------------------|--|
| Green | All high and medium risk issues have been resolved successfully |
| Amber | Any medium risk issues remain unresolved |
| Red | Any high-risk issues remain unresolved |

E. Status overall – the status is to be generated depending on the traffic light setting of time, scope, budget and critical issues.

| Overall | |
|----------------|--|
| Green | At least three (3) criteria in green and none (0) in red |
| Amber | At least two (2) criteria in amber and none (0) in red |
| Red | At least one (1) criterion in red |

4. Forecasting of transfers to partners

The Forecast refers to the amount of money CBM will transfer to partners or pay to third parties for partner projects.

- During project implementation, the forecast is the leading figure and overrules budget figures.
- Request of Funds (RoFs) are made and approved against the final approved forecast version and not budget.

Consider only payments that are based on the Allocated Budget (Approved) in ProMIS. Payments processed via Local Cost Centres (Business Central) are excluded.

¹ Target group relevant indicators: measure participation or reach of beneficiaries. Non-target group related indicators: e.g. timely reporting, timely payment of staff salaries or office equipment maintained.

Changes to the forecasts after 15 days from the initial forecast delivery due date (as per table below in Key Process / Phase 1) are strictly forbidden unless there is express written approval from the Directors/ Regional Directors responsible. This is to ensure that the forecast figures do not change after the RD has given his approval and prior to Controlling & Risk Team aggregating the figures for management.

It is essential that the Forecast entered in the project planning currency over the Multi-Year-Plan (MYP) equals the Approved Budget over the same period. If there is any variance, the project manager will need to consider either increasing or lapsing the budget to ensure Forecast equals the Budget.

5. Detailed process step with responsibilities and timelines

| Key process | Detailed process steps | Who | Participant stakeholders | Tools/Reference | Time/when ² |
|-------------|--|--------------------------------------|---|--|---|
| 1 | Entry of project status (including "Reasons for rating" and "Actions to be taken") and transfer forecast in ProMIS | Project Managers | Country Directors, Programme Delivery Teams | ProMIS Reporting Calendar 2024 | 31. January 30. April 31. July 30. September |
| 2.1 | Review and quality check forecasts and project status entries | FP&A | Regional Directors; RPM; SSC; PPSM | ProMIS, PBI Reporting Calendar 2024 | 15. February 15. May 12. August 15. October |
| 2.2 | Review of entries done Optional: request additional information and inform donors | Fundraising Unit, Programme Delivery | Project Managers, Fundraising Unit, Key Account Manager | ProMIS, PBI Reporting Calendar 2024 | 15. February 15. May 12. August 15. October |
| 3 | Aggregation of transfer forecasts to partners for the Top Management Report | Controlling & Risk | FP&A | ProMIS, PBI Reporting Calendar 2024 | 31. January (no forecast) 21. May 19. August 21. October |
| 4 | Follow up on "Actions to be taken" (mitigation actions) and update project status accordingly | Project Manager; | Country Director, RPM, SSC | ProMIS Reporting Calendar 2024 | Continuously |

² Reporting Calendar overrides the dates in the table above. Please check the Reporting Calendar for updates regularly.

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