Document management in ProMIS

Contents

1. Introduction

In order to effectively use ProMIS to improve the way we capture, store and access our project, partner and calls for proposals information as an organisation, we must first ensure that consistent filing structures are in place.

This means that anyone working on a particular project, partner or call for proposals, will save their documents in the same folders on the project, partner or funding page regardless of which team or country they sit in.

In this document you will find guidance on the folder structure that can be found under the project, partner and funding entity, as well as a non-exhaustive list of the documents that should be filled under the folders Other documents might be relevant and could be uploaded. The annex provides and overview of mandatory agreements and contracts and where to file them.

2. Project folder structure

The following is standard Project folder structure and documents recommended for each folder. The Project documents in ProMIS integrate Country Office's documents with the Programme Delivery Team documents so as to foster joint work within CBM. Folders at Level 1 are standard and will be created automatically. Folders at Level 2 are recommended but not mandatory.

Level 1 (standard structure)	Level 2 (recommended)	Documents
01 Project Development		Project Design Form Cost/Finance/Budget Plan Activity Schedule Logframe Project Risk Register (PRR)

02 Approvals and contracts*		Draft Project & Programme Approval (PPA), Draft approvals for changes (Updated PPA), Partner project Contract/One-off grant contract, Addendum to Project Contract, Project local Government License, MoUs with Stakeholders, Service Agreements/Third Party Agreements/ contracts*, Selection Process Documentation (Audit) and TORs, Selection and Process Documentation / Tender Documents (Evaluation), Selection and Process Documentation / Tender Documents (Third Parties, studies, consultancies), Construction Documentations / Tender and Bids, Sub-Partner Agreement / Subcontracting (if applicable)
03 Implementation & Monitoring	01 Finance	Request of Funds, Acknowledgement of Receipt of Funds (AoR), IYAPs and Costplan adjustments, Travel Costs, LCDF Monitoring Tool (Regional Delivery Team), Voucher scans,
	02 Reports by project	Project Completion Report (PCR), Semi-annual Narrative Report (SNR), Standard indicators data collection tool, Annual Narrative Report (ANR), Quarterly financial Report
	03 Project Visits and Meeting Minutes	CBM Stakeholder Reports Project Monitoring Visit Report (PMVR) Project photos Minutes of relevant Meetings TORs of Meetings / Travels Agendas Kick off Documents
04 Assessment and Review	01 Financial Audit	Year-End Closing Report/Audit Report
	02 Project Assessment and Evaluation	Evaluation TOR, Evaluation Report, Management Response and Action Plan, Feasibility studies, Baseline studies, Internal Audit (project specific) Documents
	03 Documentation learning & Reflection	Lesson learnt, Good practices documentation, Success stories/Case studies
	04 Publications	Publications from partner on project
05 Correspondence and Memo		Jour Fixe between Project stakeholders CBM internal,

		Meeting Minutes for agreements on project content

* The partner project contract must be uploaded into ProMIS. However, all other project related contracts such as service, consultancy, funding and procurement contracts, must be uploaded to the contract database. These contracts could be uploaded to ProMIS but this is not mandatory.

3. Partner folder structure

The following is standard Partner folder structure and documents recommended for each folder. Folders at Level 1 are standard and will be created automatically.

Level 1 (standards structure)	Documents
01. Partner Identification	Partner registration documents List of board members
02 Partner Assessment and Review	Partner Assessment TOR, Partner Information Letter Partner Assessment reports
03 Partnership Approval	Partnership Approval Request Partnership Framework Memorandum
04 Partnership monitoring and reporting	Updated Action Plan from Partner Assessment Tool Partner Financial and Activity reports
05 Partner Compliance	Risk Assessment Matrix
06 Partnership Exit	Partnership Exit Request Termination Letter

4. Funding folder structure

The following is standard Funding folder structure and documents recommended for each folder. Folders at Level 1 and level 2 are standard and will be created automatically.

Level 1	Level 2	Documents
01 Identification	Decision Documents	Checklist Go / No-Go decision
	Check-in Meeting	Agenda, Minutes
02 Concept Note Phase	01 Donor Documents	Guidelines, Templates etc.
	02 Budget	Budget docs
	03 Technical CN	Technical CN drafts
	04 Compliance Docs	Annual Statement, Teaming Agreements, Registrations etc.
	05 Correspondence with Stakeholders	Partner, Local Agencies, Consultants
	06 Schedule	Raci Matrix, detailed Workplan
	07 Final CN	Submitted CN documents
03 Full Proposal Phase	01 Donor Documents	Guidelines, Templates etc.
	02 Budget	Budget docs
	03 Technical FP	Technical FP drafts, incl add. documents
	04 Compliance Docs	Annual Statement, Teaming Agreements, Registrations etc.

	05 Correspondence with Stakeholders	Partner, Local Agencies, Consultants
	06 Studies	FS Study, Baselines, Needs Assessments
	07 Schedule	Raci Matrix, detailed Workplan
	08 Final Proposal	Submitted Proposal
04 Negotiation Phase	01 Budget	Budget docs
	02 Technical CN	Technical FP drafts, incl add. documents
	03 Donor Communication	Correspondence with donor
	04 FINAL	Final approved Proposal & Budget incl. Logframe
05 Contracting*	Contract documents*	Donor contract*
		Service contracts for consultancy*
		Amendments to the donor contract*
06 Implementation	Reporting	Annual Narrative reports to donor
		Annual Financial reports to donor
		Project visit reports donor version
	Requests to donor	Payment request
		Change requests
		Donor income bank statements
	Donor Communication	Correspondence with donor
07 Conclusion of funding	Reporting	Final narrative report to donor
		Final financial report to donor

* The partner project contract must be uploaded into ProMIS. However, all other project related contracts such as service, consultancy, funding and procurement contracts, must be uploaded to the contract database. These contracts could be uploaded to ProMIS but this is not mandatory

Annex: Overview of contracts and agreements

The following is a summary overview of contracts and agreements related to our programme work and where they can be found.

	SharePoint	ProMIS entitities				
	Contract database (Bensheim & Initiative teams)	Stakeholder partner	Stakeholder donor	Project entity	Programme entity	Funding entity
Mandatory	Funding contract, including amendments, extension, addendums, auxiliar conditions, etc Service, consultancy, procurement, and any other contracts related to a project (except partner project contract)	MoU or collaboration agreements signed with the partner	MoU or teaming agreements signed with (potential) donors	Partner project contract Amendments to partner project contract	Partner project contract Amendments to partner project contract	
Nice to have (could be uploaded but not mandatory						Funding contract