* IPTS Activity Tracking
  + Tablet collection – Tomorrow
    - Install Commcare & other necessary apps.
    - Username/account creation
  + Registering all supported institutions – Feb 2024 (T4P & ISRL) – Thanker
    - Feb 2024
    - Institution Data Collection Plan (who is collecting from which institution)
    - All institution (which already has started service) supported by the two programs will have monthly performance data starting from Jan 2024
  + Start Activity tracking via Commcare Activity Module - Feb 2024 (T4P & ISRL)
  + Visualization & Dashboard – Thanker, Ojulu & Habtamu (Power BI) – tomorrow
  + Actual Program Dashboard – Draft End of Feb 2024 & Final March 2024

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Action Items** | **Person responsible/Due Date** | **Status** |
|  | * Collecting Tablet form IT |  | Done |
|  | * Creating User Account on CommCare IPTS & Activity Tracking App |  | Done |
|  | * Registering all supported institutions (ISRL & T4P) | Thanker – Mid Feb 2024 | Pending |
|  | * Start Activity tracking via Commcare Activity Module - | All programs team/Mid Feb 2024 | Pending |
|  | * Azure Connection and Visualization & Dashboard (Frist/Draft) | Habtamu/Thanker – End of Feb 2024 | Pending |
|  | * T4P and ISRL Dashboard (Final) | Habtamu/Thanker – Mid March 2024 | Pending |

Data Submission/Approval

* Is it beneficiary level – need to be submitted & approval workflow one by one
* Do monthly report exclude these draft beneficiaries until they are being approved
* Gambella > 2500 beneficiary data not submitted yet.
* Backlog/historical data collection
  + Activity data conducted in Dec 2024
  + Expected to be mostly submitted via system.
  + January 2024 forward – only via system
  + Traditional Report