eTools

Partnership Management Portal
Release 3 Remediation - Functional Specifications Requirements

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Document Control

Document Information

	Information
Document Owner	*Marcin Pawlowski*
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Document History

Version	Issue Date	Changes
0.1	20-Apr-2017	Initial Draft
0.2	2-May-2017	Version following the initial round of feedback.
1.0	8-May-2017	Version reviewed by responsible business owners. Ready for Approval.
1.1	12-May-2017	Changes to the Government in Simple handling Changed to the Hide/Delete requirements Approved version
1.2	18-May-2017	The Government in Simple solution changed due to technical reasons. There will no longer be a dummy intervention. Any PVs will directly relate to CP Output.
1.3	8-Jun-2017	Minor change to the validations against FR. Clarifications for the Partnership Dashboard requirements.
1.4	19-Jun-2017	Added “Supply/Distribution Plan” to the list of possible attachments to the PD.
1.5	30-June-2017	Change to the way legacy amendments are handled in order to simplify the technical complexity Change to the PD screen (Review and Sign) as a result of proposed improvements to the user experience design.

Document Approvals

RACI	Name	Signature	Date
Accountable	Andrea Suley	Approved	12-May-2017
Responsible	Silvia Chiarucci	Approved	12-May-2017
Responsible	Nazeef Khan		9-May-2017
Consulted	Kidus Asfaw		9-May-2017
Informed	Slavi Nikolov		9-May-2017
Informed	Wesley Furrow		9-May-2017

1. Business Problem

The Partnership Management Module (PMP) consists of 4 pages: Partners, Agreements, PD/SSFA TOR and Government in Simple.

Release 3 of PMP of eTools had a number of problems that required re-work. The below specifications include only the items that need to be addressed as part of the remediation process and do not constitute the complete system requirements.

The changes that are requested below are describes as a departure from the current baseline system. Because of this, any single change might affect more than 1 page.

2. Requested Changes

2.1 Changes to Partners Page

<u>Hide button (#8)</u>

Please note that the Hide/Delete functionalities should be build last – all other functionalities should be prioritized before it.

The Hide partner button should be available only in the admin column. This would ensure that only the super-users have access to this button.

A new button should become available – a "Delete" option. The intention is that the button will be used only in cases, where the partner was added to the workspace by mistake. Thus before delete action is performed the system should validate the following:

- Check if there is a PCA or SSFA signed with the partner in the business area.
- Check if there are any transactions that were performed by against the partner by the business area.

Only if the result of both of the above validations is negative, the partner can be deleted. If the validations fail, then an error message is displayed: "There was a PCA/SSFA signed with this partner or a transaction was performed against this partner. The Partner record cannot be deleted". The delete button should be

Another option to deal with the edge cases, where incorrect partner was assigned is via a Service Call. Helpdesk agent will be able to correct the data after receiving a request from a user and getting a confirmation from the business owners.

A comprehensive effort has been undertaken to correct all of the manual entries from release 2. A script will be created to automatically re-assign the PCA and PD/SSFA from the manually entered records to the VISION synced ones.

<u>Disbursement amount in the overview tab (#22)</u>

A disbursement amount based on the FRs that are added to the PD/SSFA must be added to the overview tab. This will ensure that the actual amount of the disbursement can be viewed against each of the programme documents / SSFA TORs. That amount will be displayed on the Partner Overview tab against the Total planned budget.

A separate wireframe will be available, to show an artist impression of how this should look like.

2.2 Customizing the SSFA Agreement (#37)

The current logic requires the user to enter an SSFA in the Agreements Page and the associated SSFA TOR in the PD/SSFA TOR Page. This is not in line with the business practice, as the agreement and the TOR are signed as a single document. In order to ensure consistent validation and data quality, there are several changes that will have to be put in place. While the Business has a preference that all of the SSFA data are contained in the Agreements page, due to technical complexities and constrained timelines it was decided to preserve the split between the SSFA Header and SSFA in distinct pages.

1. **Agreement Page**

The changes that are required for SSFA in the Agreements Page are described in section 2.3 Changes to Agreements below.

2. **PD Page**

The changes that are required for SSFA in the PD/SSFA TOR Page are described in section 2.3 Changes to Agreements.

2.3 Changes to Agreements

2.3.1 Start and End dates of the Agreements (#23 and #24)

Users should have the possibility to enter any start and end dates for Agreement Type: Memorandum of Understanding.
For an SSFA, the start and end dates are entered only on the PD/SSFA page.

For a PCA the fields for start and end date should not be editable. The following rules apply:

1. The start date should be defaulted to the later of either the Partner or UNICEF signature dates.
2. The end date should be the end date of the Country Programme.

There will be a new drop down for the users to choose from (for PCA only). There might be a situation, where more than 1 CP exists in one Country. There can typically be up to 3:

- Current CP
- Special CP (as approved by UNICEF Executive Board for the same business area, e.g. Palestinian Children and Women in Lebanon)
- Future CP (A new CP might be entered in VISION as early as 6 months before start for planning purposes following approval by UNICEF Executive Board).

However, the amount of options on that dropdown will be restricted to a maximum of 2 (Current and future CP).
The filtering rules for this dropdown are:

- Take the list of all CP for the workspace
- Omit any CP where the end date is in the past
- Omit any CP with indicator 99 as the last two digits of WBS (e.g. 3930/A0/99)
- Omit any CP that has an indicator other than “A0” after the first slash (e.g. omit 2490/PC/07)

There resulting list will be displayed in the drop down. In most cases, this will be a single entry and thus it should appear as a default. In cases where there is more than 1, the user will have to choose the appropriate option.

There are situation in which the Country Programme is extended. In these situations, the PCA is automatically extended to the CP end date as is in VISION. This check can be run once a month and the change would apply to all of the PCA that are associated with the Country Programme that is being extended.

Legacy Data
The PCA/SSFAs that are already entered prior to the introduction will also have to be associated with a CP. The steps to associate these will be:

- Take PCA start date.
- Omit any CP that has an indicator other than “A0” after the first slash (e.g. omit 2490/PC/07)
- If the PCA start date falls within the start and end date of the CP, then associate the PCA with that CP.
- Return a list of all PCA that could not be associated with any CP.

For any legacy PCA, if the associated CP end date is extended, than that PCA end date should also be extended. A tailor solution will be made available for those countries that have signed the PCA on the old templates. An amendment template that states that the PCA is valid as long as the county programme will be offered to the countries along with the full new PCA template.

2.3.2 Status Transition (#25)

The PCA status “Active” should be re-named to “Signed”

The criteria for the status transition from “Draft” to “Signed” is as follows:

Field Number	Field Name	**Validation criteria for status change**
2.2.1	Partner Name	Not Empty
2.2.2	Agreement Type	Not Empty
2.2.12	CP Structure	Not Empty (Not required for MoU)
2.2.6	Signed By Partner	Not Empty
2.2.7	Signed By Partner Date	Not Empty
2.2.8	Signed By UNICEF	Not Empty
2.2.9	Signed By UNICEF Date	Not Empty
2.2.10	Signed Agreement (Attachment)	The attachment must be present
2.3.1	Partner Authorized Officer	At least 1 authorized officer is selected. (Not required for MoU).

Transition to “Suspend” Status is manual. After selecting the Suspend button, a new option appears to “Unsuspend”. This only applies to PCAs and MoUs. There is no option to suspend an SSFA header. The SSFA Header is suspended only when the corresponding SSFA is suspended.

Transition to “Terminate” Status is manual. After selecting the Terminate button, there is no possibility to bring the PCA or MoU back to signed status. This only applies to PCAs and MoUs. There is no option to Terminate an SSFA header. The SSFA Header is terminated only when the corresponding SSFA is terminated.

When any agreement is “Signed”, all of the fields will be locked. They will only be editable upon adding an amendment (please see amendment handling for details below).

2.3.3 Validation: a single PCA allowed per Partner in a CP cycle (#26)

There is a validation that is already build that does not allow to save a PCA, where a signed PCA already exists for a partner within the same CP (check field 2.2.12). This validation must be enhanced, so that there is a clear message to the user why the PCA is not saved.

The validation will kick in on save and the validation steps are:

1. Check for all PCAs for the selected partner.
2. Omit any PCAs with a Start date before 1 July 2015.
3. Check if there is a PCA with that partner within the same CP Structure.
4. If there is a PCA with that partner in place, display message: “A PCA is already in place with the partner you selected. Only 1 PCA per Country Programme is required with a partner”.
5. Otherwise, allow to save the PCA.

Currently the PCA receives its reference number after the “save” button is hit for the first time. This functionality should be preserved.

2.3.4 PCA Templates (#30)

Currently there is a feature to auto-generate the PCA. The functionality works by getting data from VISION and eTools and filling them in the appropriate section of the PCA template. There is only a single PCA template and the user does not have a choice as to which one should be used.

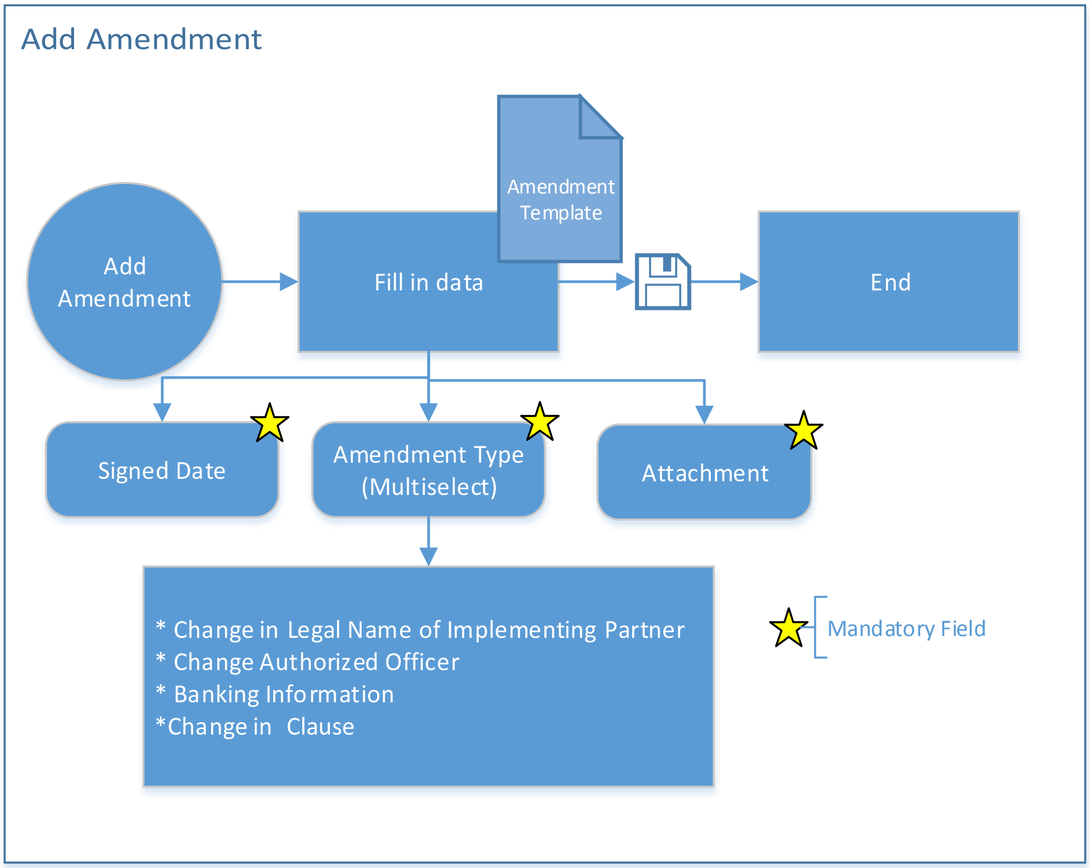
There is a need to be able to have a choice of the appropriate PCA template. There will be a total of 7 templates – 6 languages and 1 IRFC template. It is proposed that once the “Generate PCA” link is clicked, then a modal window is displayed where the user will choose the one of the possibilities. Once the choice is made, then the PCA will be generated.

Template Name	Template
Arabic	To be provided
English	To be provided
French	To be provided
Portuguese	To be provided
Russian	To be provided
Spanish	To be provided
IFRC English	To be provided
IFRC French	To be provided

2.3.5 Changes to Agreement Amendments (#34, 35, 36)

There are a few changes proposed to the way amendments are added to the PCA. Please note that is it no longer required for the amendment to be generated automatically by the system.

The high level process for adding amendments is as follows:



The user journey including the validations is as follows:

Step	Description	Validations
1	The amendment option is available, only if PCA /SSFA is in the “Signed” status (there are no amendments for MoU).	
2	User selects “+” to add an amendment	
3	In addition to the fields currently displayed, there is an option to download a template for amendments (a single file in .docx or .pdf format).	
4	User fills in the Signed Date	The Signature Date cannot be in the future. If a future data was selected, the field is highlighted in red and the error message is: “Signed Date cannot be a future date”.
5	User selects all of the available Amendment Types as applicable.	If Amendment Type = Change Authorized Officers, then the field “Officers” in card “Partner Authorized Officer” becomes blank. The Officers should now display a red error message: “Please enter the Partner Authorized Officer(s)”.
6	User uploads the signed amendment	
7	User hits “save”	Validations: 1. All errors were resolved 2. All mandatory fields are filled in.

2.3.6 Handling of legacy data

~~Any amendments that already exist in the system should retain their properties. No changes or migrations are necessary for the existing data. When a user wants to add another amendment to a record that already contains another amendment, then the new validations should not be running on the existing data.~~
Any amendment with amendment type = “Extension of Country Programme Cycle” will be preserved, however, this amendment type will not be available for any new amendments.
Amendment types “Amend Existing Clause” and “Additional Clause” will be mapped to “Change in Clause”. All other amendment types will remain as is.

The final configuration of fields for all changes to amendments is available below.

		Type	Source	REQ	Comment
2	**AGREEMENTS**				
2.1	**Status**	Dropdown	Draft; Signed; Ended; Suspended; Terminated		See above for status transition details
2.2	**Agreement Details**				
2.2.1	Partner Name	Dropdown	{1.1.2} WITH Hidden=0	Y (for draft)	
2.2.2	Agreement Type	Dropdown	Programme Cooperation Agreement; Memorandum of Understanding; Small Scale Funding Agreement	Y (for draft)	
2.2.3	Reference Number	Locked Field			
2.2.12	CP Structure	Dropdown	See the details on filtering for this list above.	Y (for draft)	Show only for Agreement Type = PCA
2.2.4	Start Date	Locked Field	Automatically populated with the later of the 2.2.6 or 2.2.8		See above for the rules for Start Date
2.2.5	End Date	Locked Field	Automatically populated with the end date of the current Country Programmed.		See above for the rules for End Date
2.2.6	Signed By Partner	Dropdown	(1.4) - List of Partner Contacts from the Partner Page	y IF (2.2.7) is entered	
2.2.7	Signed By Partner Date	Date	Static	y IF (2.2.6) is selected	
2.2.8	Signed By UNICEF	Dropdown	etools(List of Staff) WHERE Group = "Senior Management"	y IF (2.2.9) is entered	
2.2.9	Signed By UNICEF Date	Date	Static	y IF (2.2.8) is selected	

		Type	Source	REQ	Comment
2.2.10	Signed Agreement (Attachment)	Attachment		n	
2.2.11	Generate Document	link	modal window	n	See above for PCA Templates This is only available for PCA and should be hidden for SSFA and MoU.
2.3	**Partner Authorized Officers [array]0..***				Do not show for Agreement Type = MoU
2.3.1	Officer	Multiselect Dropdown	(1.4) - List of Partner Contacts from the Partner Page		This Field must be open for editing when amendment type "Change Authorized Officer" is selected. See above for details.
2.4	**Amendments [array]0..***	**Show ONLY IF etools(2.2.2)=PCA, SSFA AND etools(2.1) IS NOT Draft**			Do not show for Agreement Type = MoU
2.4.1	Amendment Number	Locked Field		N/A	Automatic number
2.4.2	Signed Date	Dropdown	Static	y	
2.4.3	Signed Amendment (Attachment)	Attachment		y	
2.4.5	Amendment Type [array]1..*	Multiselect Dropdown	For PCA: Change in Legal Name of Implementing Partner; Change Authorized Officer(s); Banking Information; Change in clause For SSFA: Change in Authorized Officers	y	

2.4 Changes to PD/SSFA TOR page

There are several aspects of the PD/SSFA TOR Page that need to be changed. The Page name should be changed to PD/SSFA. Other changes are described below.

2.4.1 Relating the Country Programme to the Programme Document (#45)

Currently there is a button "In response to HRP, select" in the PD screen. This button will relate the PD to the HRP structure that was entered into eTools by the Country Office. The HRP structure should also be removed from the configuration guidelines and the corresponding fields in the admin interface should be removed. The function of this button will now change significantly.

The label of the button should change to "CP Structure" and it will continue to be a dropdown single-selection list. The source data for this button will be the list of active and future Country Programmes (in Admin: Home->Report->Country Programme). The filter for this list is as follows:

- Take the list of all CP for the workspace
- Omit any CP with indicator 99 as the last two digits (e.g. 3930/A0/99)
- Omit any CP where the end date is in the past

The resulting list will in most cases consists of a single CP (the active CP). In some cases, there will also be a special CP (e.g. Lebanon) and there might also be a future CP.
The default of this list will be the Current CP – the dropdown should be automatically set to that. This will be the CP, where the end date has not expired and it has the indicator "A0" after the first slash.

The selection of the CP will have an impact on the results that are shown in the Expected Results card. The field "CP Output" will only show the results that are associated with the CP that was selected in the CP structure field.

When the PD status changed to "Signed" the field "CP Structure" will be permanently locked. It will not be possible to change it even through an amendment. It will also not be possible to have a single PD contribute to two CP structures.

2.4.2 Mandatory Fields and status transition (#47, 48, 49, 50, 54)

All mandatory fields should have a star displayed next to the Field Names. Mandatory fields are defined in the table below. The validation to see if all mandatory fields are filled in will take place only when an attachment is added to the field 3.9.11 "Upload Programme Document / SSFA (Attachment)" and the user hits save. If the attachment is uploaded, then the validation of mandatory fields will happen each time save is hit. If any of the mandatory fields are missing, then a message is displayed: "Status of the PD will change to signed once all required fields are completed."
The full definition of fields for PD page is available below.

Status	Transition to the next status
Draft	Default status for every new PD
Signed	The transition to this state is automatic if appropriate criteria is satisfied (see below). This status is meant for PD that were signed but their Start Date has not arrived.
Active	The transition to this state is automatic if appropriate criteria are satisfied (see below). All fields locked when PD/SSFA is "active", exceptions are defined in **Field Definition for PD/SSFA**
Ended	The transition to this state is automatic if appropriate criteria are satisfied (see below). All fields locked when PD/SSFA is "ended". There is no option to Suspend or Terminate and Ended PD/SSFA

Status	Transition to the next status
Closed	The transition to this state is automatic if appropriate criteria are satisfied (see) All fields locked when PD/SSFA is “closed”. There is no option to Suspend or Terminate a Closed PD/SSFA.
Suspended/	The transition to this state is manual. The PD will also become automatically suspended if the related PCA is suspended. It is possible to revert to the status before suspension by selecting the “Unsuspend” button. All fields locked when PD/SSFA is “suspended”. A suspension of SSFA will also cause the related SSFA header to be suspended.
Terminated	The transition to this state is manual. The PD will also become automatically terminated if the related PCA is terminated. It is not possible to activate a “terminated” PD/SSFA. All fields locked when PD/SSFA is “terminated”. A termination of SSFA will also cause the related SSFA header to be terminated.

Note: Transition directly to “Active” status is also possible if all Criteria for Signed and Active are satisfied at the same time.

Criteria that must be met for “Signed” status.

Field Number	Field Name	Criteria for status change
3.2.1	Partner	Not Empty
3.2.2	Agreement	Not Empty
3.2.3	Document Type	Not Empty
3.2.5	Document Title	Not Empty
3.2.7	Partner Focal Points	Not Empty
3.2.8	UNICEF Office(s)	Not Empty
3.2.9	UNICEF Focal Points	Not Empty
3.3.2	Start Date	Not Empty (exception: Can be empty if the Contingency PD (3.3.7) toggle is on)
3.3.3	End Date	Not Empty (exception: Can be empty if the Contingency PD (3.3.7) toggle is on)
3.3.5	Section/Cluster	At Least 1 section
3.3.6	Locations	At least 1 location
3.9.11	Upload Programme Document/SSFA (Attachment)	The attachment is present
3.9.5	Signed by Partner	Not Empty
3.9.6	Signed by Partner Date	Not Empty
3.9.7	Signed by UNICEF	Not Empty
3.9.8	Signed by UNICEF Date	Not Empty

In addition, all validations must pass.

Criteria that must be met for “Active” status:

Field Number	Field Name	Validation Criteria for status
3.3.2	Start Date	Must be at least today or later
3.10.1	FR Number	Not Empty

In addition, all validations must pass.

Criteria that must be met for “Ended” status:

Field Number	Field Name	Validation Criteria for status
3.3.3	End Date	The End Date must have arrived.

Criteria that must be met for “Closed” status:

Field Number	Field Name	Validation Criteria for status
FR	FR Amount (from VISION) and Actual (from VISION)	The two amounts must be equal. FR Amount and Actual are both displayed on the PD Overview page.
3.10.12	Outstanding DCT	Must be 0
TRIPS	Action Points	All action points related to the particular PD are completed (No Action Point in “Open” or “Ongoing” status).
Attachment	Final Partnership Review	At least 1 attachment with attachment type “Final Partnership Review” must be attached. This validation only applies for PD that have the Actual amount at more than $100K.

Notifications

Notifications will be triggered according to the following criteria:

Criteria	Notification Type	Notification Text	Response / Other details.
User hits the “Suspend” Button	On screen	“You are changing the PD status from: **‘active’** to **‘suspended’. Do you want to continue?**	Yes / No If Yes, then change the status to “Suspend” If No, then continue the session uninterrupted.
User hits the “Terminate Button”	On screen	“You are changing the PD status from: **‘active’** to “ **terminated”. Do you want to continue?**	Yes / No If Yes, then change the status to “Terminate” If No, then continue the session uninterrupted.
PD status is “Signed”, PD start date is today or later and Fund Reservation is blank.	Email (weekly)	Dear Colleague, Please note that the Partnership ref. [Insert Ref Number] with [Insert Partner Name] is signed, the start date for the PD/SSFA is [Start date] and there is no FR associated with this partnership in eTools. Please log into eTools and add the FR number to the record, so that the programme document/SSFA status can change to active. [insert link to the PD]. Please note that this is an automated message and any response to this email cannot be replied to.	Email recipient: UNICEF Focal Point (field 3.2.9).
PD Status “ended” And	Email (biweekly)	Dear Colleague, Please note that the Partnership ref. [Insert Ref Number] with [Insert Partner	Email recipient: UNICEF Focal Point (field 3.2.9).

FR Amount does not equal the Actual Amount.		Name] has ended but the disbursement amount is less than the FR amount. Please follow-up with the IP or adjust your FR. [insert link to the PD]. Please note that this is an automated message and any response to this email cannot be replied to.	
30 Days before Programme Document / SSFA Expiry	(Email) One – time	Dear Colleague, Please note that the Partnership ref [Insert Ref Number] with [Insert Partner Name] will end in 30 days. Please follow-up with the Implementing Partner on status of implementation, which may require an amendment. [insert link to the PD]. Please note that this is an automated message and any response to this email cannot be replied to.	Email recipient: UNICEF Focal Point (field 3.2.9).
15 Days before Programme Document / SSFA Expiry	(Email) One – time	Dear Colleague, Please note that the Partnership ref [Insert Ref Number] with [Insert Partner Name] will end in 15 days. Please follow-up with the Implementing Partner on status of implementation, which may require an amendment. [insert link to the PD]. Please note that this is an automated message and any response to this email cannot be replied to.	Email recipient: UNICEF Focal Point (field 3.2.9).

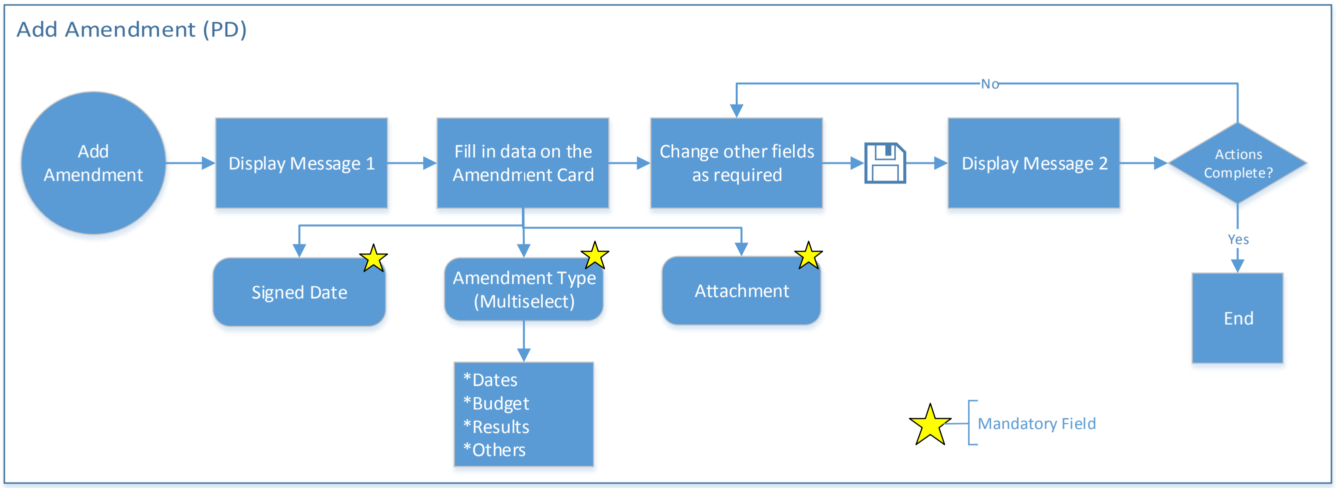
2.4.3 Amendments (#57)

The way amendments for PDs are handled, needs adjustments. The Amendment Type field will now be a multiselect drop-down with the following options:

- Dates
- Results
- Budget
- Other (If other is selected, then a comment box is available to provide further details)

An attachment will always be required each time an amendment is added.

The High Level Process for Adding an amendment is as follows:



The user journey is described below:

Step	Description	Validations
1.	The amendment option is available, only if the PD is in Signed and Active Status	
2.	User selects “+” to add an amendment	
3.	Message 1 appears: “All fields in the details tab will now be open for editing. Please change all necessary fields before hitting save”	After user selects ok, then all fields in the details tab will open for editing.
4.	User fills in the Signed Date	The Signature Date cannot be in the future. If a future data was selected, the field is highlighted in red and the error message is: “Signed Date cannot be in the future”.
5.	User selects all of the available Amendment Types as applicable.	If one of the amendment types is “Other”, then a text box appears, so that the user has to enter additional text.
6.	User uploads the signed amendment	
7.	User changes other fields as necessary (including details in the other tabs)	
8.	User hits “save”	
9.	Message 2 appears: “All fields in the details tab will now be closed for editing. Do you want to continue?”	Options: Yes/No
9.1	Yes – system validations are run	Validations: All errors were resolved. All mandatory fields are filled in. There was an attachment added to the “Signed Amendment” field.
9.2	No – System remains open for editing until the user selects “Yes”	

Legacy Data for amendments

~~If any amendments are already added to the PDs, then the amendment type should be preserved as is. Since the field “Amendment Type” is locked and an amendment will never be editable, then the old data will be for display only. Only the new dropdown will display the new amendment types.~~

All Amendments for PDs will be mapped to the new Amendment types according to the following key:

Old Amendment Type	New Amendment Type

Change in Programme Result	Results
Change in Population Focus	Other
Change in Geographical Coverage	Other
Change in Total Budget > 20%	Budget
Change in Total Budget <= 20%	Budget
Change in Activity Budget <= 20%	Budget
Change in Activity Budget > 20%	Budget
Change in Activity Budget > 20% - Reporting at FACE	Budget

2.4.4 Attachment Types (#60)

The attachment types tab should be the same for all of the workspaces. The list should be:

- FACE;
- Progress report;
- Partnership review;
- Final partnership review
- Correspondence;
- Supply/Distribution Plan
- Other

The attachment tab should be organized by upload date, were the most recent uploaded files would be displayed on top of the list.
The mapping for the attachment types is available in a separate excel spreadsheet.

Mapping

The list of fields that are necessary for the PD page is available below.

2.4.5 FR Display (#72)

Once entered, the FR display should be displayed as a table (fields: 5.8.1-5.8.5). An impression of the table is available below. The Review and Sign Tab will only serve to enter the FR number.
The FR table will be shown on the PD Overview tab only. The card will be called Implementation status. A wireframe for this requirement is available.

FR no.	FR date* (with sorting)	FR amount $	Actual $	Outstanding $
Manual entry in eTools			Amount paid to IP	Outstanding amount (unliquidated)
	Total			

* Approved FR posting date

Legacy data
The Legacy data must be preserved. Whenever an FR was added to the PD/SSFA TOR, the FR will have to be displayed on the PD/SSFA TOR Overview.

2.4.5 Relationship of FR and eTools Data (#74).

One of the functions of eTools is to promote good practices and ensure consistent entry of data across multiple systems. Thus certain validations must be built into eTools to ensure compliance and consistency. In order to build the validation, eTools will use a hidden field called PD FR Amount (3.10.13). This amount will come from VISION (UNICEF Total Cash Contribution – USD amount- in the FR Agreement details card) and it is static (does not fluctuate with the XE rate in VISION). The validation is the only place where this value will be used and there is no need to display the value in the Front End of the eTools application.

The validation steps are as follows

1. For PDs that are in status Signed
2. The user enters FR number
3. The system checks:
    a. Start Date (3.3.2)
    b. End Date (3.3.3)
    c. Unicef Cash Contribution (USD) (3.5.15)
4. If:
    a. Start date is not the same as the FR start date
    b. End date is not the same as the FR end date
    c. The difference between Unicef Cash Contribution and the PD FR Amount (3.10.13) is more than $10
5. Display message: The [Start Date], [End Date], [Unicef Cash Contribution] is not the same as the [FR Start Date], [FR End Date], [FR Amount]. Do you want to continue?
6. If No, then the PD stays in Signed status and the fields are editable.
7. If Yes, and all other criteria for Active status are satisfied, then the PD moves to the signed status. The Fields that are inconsistent with the FR should now be displayed in red in all of the places where they appear in the system (e.g. the Unicef Cash contribution will also show up in the PD/SSFA Details tab, PDSSFA Overview, and Partner overview so it should be red in there as well).
8. For the items that are displayed in red, the criteria should be revalidated each time the FR updated is integrated from VISION and each time the PD is amended.

For Multiple FRs added to the system:

1. FR Start date: Check all of the start dates and compare the to the earliest of the dates
2. FR End date: Check all of the end dates and compare to the latest of the dates
3. FR Amount: Add all of the PD FR Amount (3.10.13) and compare to the sum.

Field Definition for PD/SSFA

		Type	Source	REQ	Comments
3	**PD/SSFA**				
	Details				
3.1	**Status**	-	Draft, Signed, Active, Ended, Closed Suspended, Terminated	Y	
3.2	**Partnership Details**				
3.2.1	Partner	Dropdown	eTools{1.1.6} = "CSO" AND Hidden=0	y (for draft)	
3.2.2	Agreement	Dropdown	etools{2.2.3} = 3.2.1 AND Status NOT Suspended or Terminated	y (for draft)	
3.2.3	Document Type	Dropdown	IF (3.2.2) = "PCA" THEN (Programme Document, Simplified Humanitarian Document) IF (3.2.2) = "SSFA Header" THEN (SSFA)	y (for draft)	
3.2.4	Reference Number	Locked Field			Ensure that the final reference number is generated on first save.
3.2.5	Document Title	Plain Text	Static	y (for draft)	
3.2.7	Partner Focal Points	Multiselect Dropdown	etools(List of staff mapped to workspace)	Y	This field can be changed in Signed and Active Status
3.2.8	UNICEF Office(s)	Multiselect Dropdown	etools(List of offices mapped to workspace)	Y	
3.2.9	UNICEF Focal Points	Multiselect Dropdown	etools(List of staff mapped to workspace)	Y	This field can be changed in Signed and Active Status
3.3	**Information and Details**				
3.3.1	CP Structure	Dropdown	etools(List of CP mapped to current Country Programme)	y	See above for detail of this field.

		Type	Source	REQ	Comments
3.3.7	Contingency PD	Toggle	Yes/No		Only show for Agreement Type = PCA If checked, the start and end dates are not compulsory.
3.3.2	Start Date	Date	Static	y	This field is editable in Signed status. Validation: When status is draft and attachment is attached in field. (3.9.11), then the system should check if the start date is on the day or after the signature date. The system should display an error message: "The start date cannot be before the later of signature dates". Validation: When and FR is added and start date of the FR does not correspond to the user entered start date, a message should be displayed and the user entered start date would become red.
3.3.3	End Date	Date	Static	y	This field is editable in Signed status. Validation: When and FR is added and end date of the FR does not correspond to the user entered end date, a message should be displayed and the user entered start date would become red.
3.3.5	Section/Cluster	Multiselect Dropdown	etools(List of sectors mapped to workspace)	y	This field will require functional set-up. The changes must be reflected in the roll out guidelines.
3.3.6	Locations	Multiselect Dropdown	etools(List of locations mapped to workspace)	y	
3.4	**PD Output or SSFA Expected Result [array]0..***				

		Type	Source	REQ	Comments
3.4.1	CP Output	Dropdown	Display the results that correspond to the CP that is defined in (3.3.1)		Any CP Outputs that are after the expiry date should have an "[Inactive]" indicator added after it. The dropdown list should be sorted to show the active CP outputs first.
3.4.2	CP Indicator	Multiselect Dropdown	Display the indicators that are related to the result selected in (3.4.1)		This field can be changed in Signed and Active Status. Any filters that are deactivated in RAM should have "[Inactive]" indicator added. The dropdown should be sorted to show the active indicator first.
3.4.3	PD Output [array]0..*	Plain Text	Static		
3.4.4	Indicator [array]0..*	Plain Text	Static		
3.4.4.1	Indicator Type	Radio Button	Numeric (#), Percentage (%), Yes/No		

3.4.4.2	Baseline	IF (3.4.4.1) = Numeric THEN Numeric
		IF (3.4.4.1) = Percentage THEN Numeric LESS THAN EQUAL TO 100
		IF (3.4.4.1) = Yes/No THEN Dropdown
			IF (3.4.4.1) = Numeric THEN Static
			IF (3.4.4.1) = Percentage THEN Static
			IF (3.4.4.1) = Yes/No THEN {Yes, No}		

3.4.4.3	Target	IF (3.4.4.1) = Numeric THEN Numeric
		IF (3.4.4.1) = Percentage THEN Numeric LESS THAN EQUAL TO 100
		IF (3.4.4.1) = Yes/No THEN Dropdown
			IF (3.4.4.1) = Numeric THEN Static
			IF (3.4.4.1) = Percentage THEN Static
			IF (3.4.4.1) = Yes/No THEN {Yes, No}		

3.4.4.4	Means of Verification	Plain Text	Static		
3.4.4.5	Disaggregation [array]0..*				
3.4.4.6	Disaggregated By	Plain Text	Static		

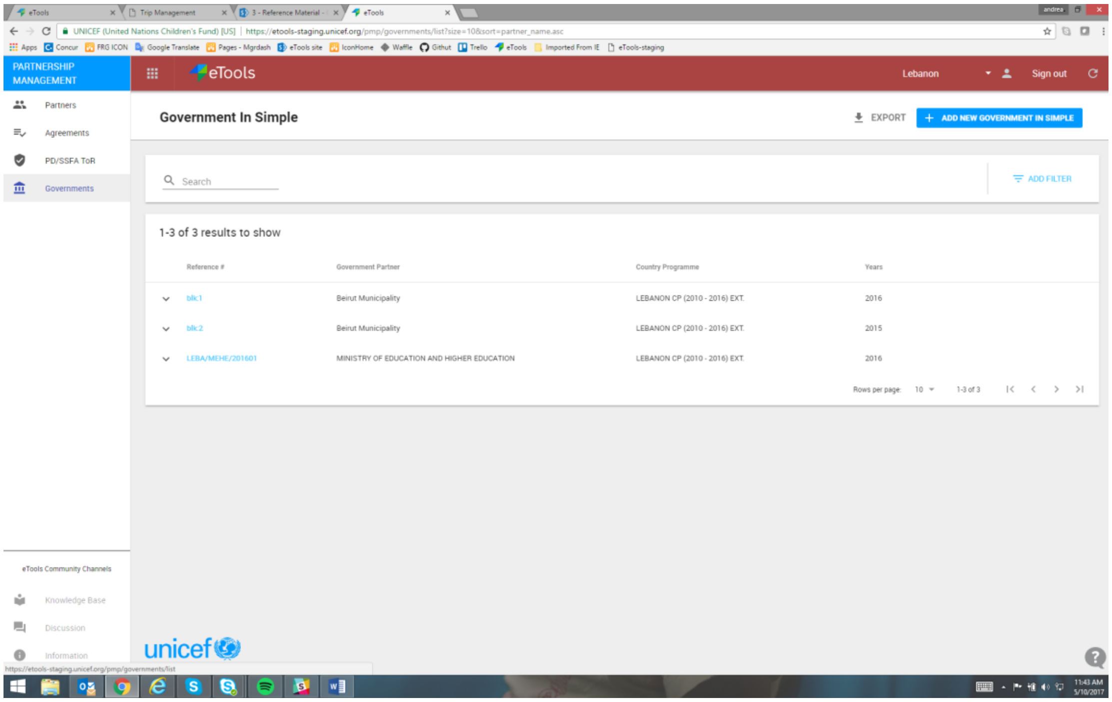
		Type	Source	REQ	Comments
3.4.4.7	Disaggregation Groups	Plain Text	Static		
3.5	**Planned Budget**				
3.5.15	UNICEF Cash Contribution (USD)	Numeric	Static	y	This field is editable in Signed status. Validation: IF the FR Amount is not the same as the amount entered by the user, then display message: "FR Amount not equal to PD/SSFA planned budget. Do you want to continue?". If yes, then the UNICEF cash contribution amount should be displayed as red in here and in all others places where the amount is used.
3.5.16	UNICEF Supplies (USD)	Numeric	Static	y	
3.5.17	CSO Contribution (USD)	Numeric	Static	y	
3.5.18	Total PD Budget (USD)	Locked Field	It is the sum of the UNICEF cash (3.5.15), supplies (3.5.16) and CSO Contribution (3.5.17).		
3.5.19	UNICEF Cash Contribution (Local)	Numeric	Static		The currency here will be defaulted to the currency of the Country.
3.5.20	UNICEF Supplies (Local)	Numeric	Static		
3.5.21	CSO Contribution (Local)	Numeric	Static		
3.5.22	Total PD Budget (Local)	Locked Field	It is the sum of the UNICES cash (3.5.19), supplies (3.5.20) and CSO Contribution (3.5.21).		
3.6	**Planned Visits**				
3.6.2	Year	Dropdown	Display range of years from etools(3.3.2) and etools(3.3.3)		

		Type	Source	REQ	Comments
3.6.3	Programmatic Visits	Numeric	Static		Default value 0
	Review and Sign				
3.9	**Signatures & Dates**				
3.9.1	Programme Document Submission Date	Date	Static		Hide for SSFA
3.9.2	Submitted to PRC	Date	Static		Not available for SSFA, Show only if 3.9.12 = TRUE
3.9.2	Submission Date to PRC	Date	Static		Not available for SSFA, Show only if 3.9.12 = TRUE~~Hide for SSFA~~
3.9.3	Review Date by PRC	Date	Static		Not available for SSFA, Show only if 3.9.12 = TRUE~~Hide for SSFA~~
3.9.4	PRC Review Document (Attachments)	Attachment	Static		Not available for SSFA, Show only if 3.9.12 = TRUE~~Hide for SSFA~~
3.9.11	Signed PD/SSFA	Attachment	Static	y	
3.9.5	Signed by Partner	Dropdown	(2.3) WHERE (2.2.3) = 3.2.1	y	
3.9.6	Signed by Partner Date	Date	Static	y	
3.9.7	Signed by UNICEF	Dropdown	etools(List of Staff) WHERE Group = "Senior Management"	y	
3.9.8	Signed by UNICEF Date	Date	Static	y	
3.9.9	Days from Submission to Signed	Locked Field	MAX{etools(3.9.8), etools(3.9.6)} MINUS etools(3.9.1)		
3.9.10	Days from Review to Signed	Locked Field	MAX{etools(3.9.8), etools(3.9.6)} MINUS etools(3.9.3)		
3.1	**Fund Reservations [array]0..***				

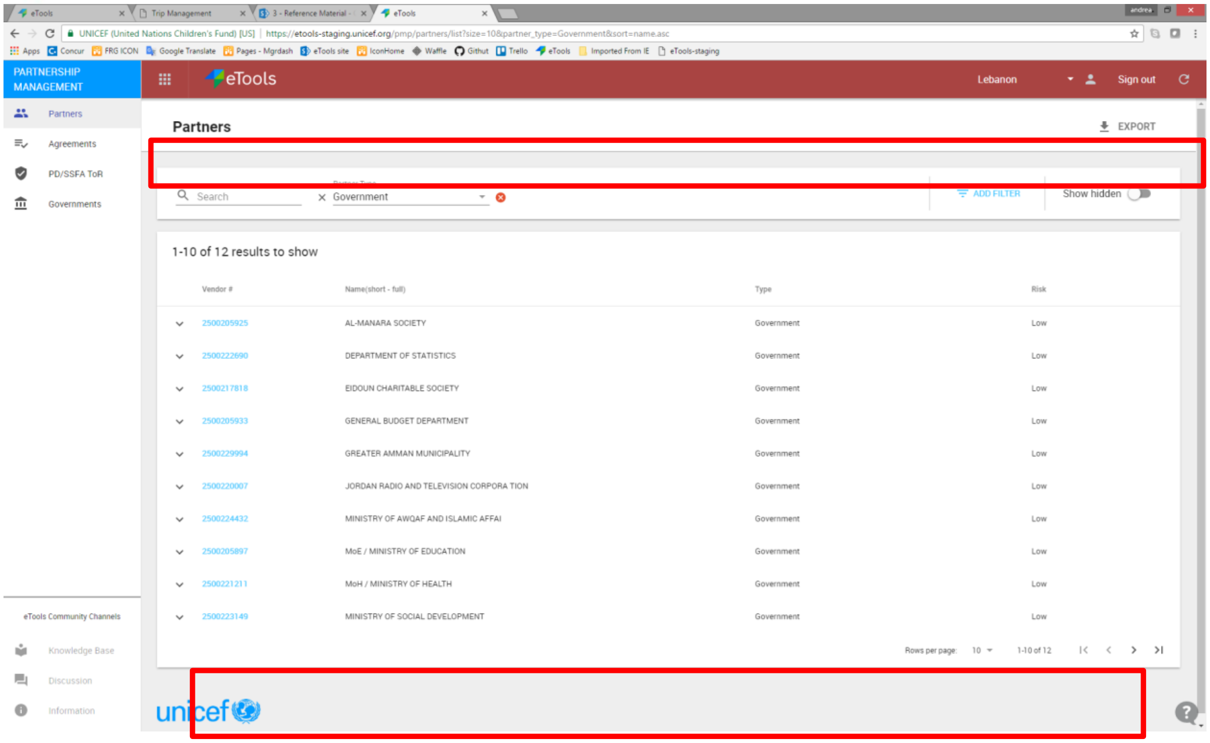
		Type	Source	REQ	Comments
3.10.1	FR Number	Dropdown	Static		
3.12	**Amendments [array]0..***	**Show ONLY IF etools(3.1) IS NOT "Draft"**			The detailed flow of the amendment process is available above.
3.12.1	Amendment Number	Numeric - Locked Field			
3.12.2	Signed Date	Dropdown	Static	y	
3.12.3	Signed Amendment (Attachment)	Attachment		y	
3.12.5	Amendment Type [array]1..*	Multiselect Dropdown	For PD/SHPD: - Dates - Results - Budget - Other For SSFA: - Dates - Other		
	Attachments				
3.11	**Attachments**				
3.11.1	Select File Type	Dropdown	- FACE; - Progress report; - Partnership review; - Final Partnership Review; - Correspondence; - Supply/Distribution Plan - Other		
3.11.2	Attachments	Attachment	Attachment		
	Overview				
3.10.9	FR Date	Locked Field	VISION (FR Posting Date)		

		Type	Source	REQ	Comments
3.10.10	FR Amount	Locked Field	VISION (Amount Disbursed + Open FR Amount)		This field is not in the standards API – we must check which fields from the API are needed
3.10.11	Actual	Locked Field	VISION (Amount Paid to IP)		This field is not in the standards API – we must check which fields from the API are needed
3.10.12	Outstanding DCT	Locked Field	VISION (Outstanding Amount - Unliquidated)		This field is not in the standards API – we must check which fields from the API are needed.
3.10.13	PD FR Amount	Hidden Field	VISION (PD FR Amount)		This field is only used for validation purposes. It is not displayed in the eTools application.

2.5 Changes to Government in Simple and Dashboards (#69)



1. Change name to Government (red box)
2. The existing Government feature set (Government in Simple) is removed
3. The Government on the left hand menu remains. However, when the user clicks on Government it is brought to a screen which is comprised of two parts (see below):
    a. A customized view of government partners as per below which is the same list on the Partners tab filtered to just government partners. The name of the list is changed from Partners to Government Partners.
    b. Message regarding enhancement that automatically has Govt partners populate in the HACT Dashboard and Trips (the message would be displayed either above or below the list as indicated by the red box below)



TRIPS module

4. The User can associated a trip with a govt partner and CP Output
   a. In the Trip Activities card,
      i. User can select a government partner
      ii. When a government partner is selected, the Partnership field is auto-populated/greyed out/not required
         - Edge case: When there is two active CP structures in a business area, user will see all of the CP outputs from both of the CP structures. In these cases, the system will display the WBS code in square brackets to differentiate between the two CP Structures.
      iii. When a government partner is selected, the Results field is auto-populated with all CP Outputs

DASHBOARDS

Map

5. No impact based on our understanding that govt interventions are not showing on the map.

Partnerships

6. No impact as partnerships dashboard is being replaced as per PMP specification document

Trips

7. No impact.

Personalized

8. Change name from Government-in-Simple to Government.
9. Clicking Government brings me to the workspace Government Partners (see para 3 above)

HACT

10. All govt PRG2 vendors show in Implementing Partner column (as all have dummy intervention associated with them as per para 5. PRG2 govt vendors where there is no cash transfer in the current programme cycle would be filtered out.

11. All columns expect for the ones noted below have no change
    a. Planned for the current year – show "-"
    b. Programmatic Visit Planned – show "-"

2.6 New Dashboard – CSO Dashboard (#75)

The current dashboarding capabilities do not extract the maximum value out of the data contained in eTools. It is thus proposed to create a simple dashboard that would collate and display the most important data. This dashboard would allow the COs to get a quick overview of the situation as it related to the CSO implementing partners.

The following fields will be available in the dashboard:

Field name	Data source	Description
IP Name	PD / SSFA page	Displays the PD/SSFA in the Current CP for the workspace. In order to be displayed, the PD/SSFA must be: Signed/Active/Ended/Closed/Suspended/Terminated. The default view of the Dashboard does not display any PDs that are Closed
PD/SSFA Ref #	PD/SSFA – 3.2.4 Reference Number	Displays the Reference Number of the PD/SSFA. The reference number is also a link to the PD/SSFA.
Section	PD/SSFA – 3.3.5 Section/Cluster	Displays the Section/Cluster of the PD/SSFA. If more than 1 section is selected, then the sections are listed separated with a coma.
Field Office	PD/SSFA - 3.2.8 UNICEF Office(s)	
PD/SSFA Status	PD/SSFA – 3.1 Status	Displays the status of the PD/SSFA
Start Date	PD/SSFA – 3.3.2 Start Date	Displays the start date of the PD/SSFA. The date format should be mm/yyyy
End Date	PD/SSFA – 3.3.3 End Date	Displays the end date of the PD/SSFA. The date format should be mm/yyyy
Total UNICEF Cash	PD/SSFA – 3.10.10 UNICEF Cash Contribution (USD)	Displays the Unicef cash contribution in USD.
Total UNICEF Supplies	PD/SSFA – 3.5.16 UNICEF Supplies (USD)	Displays the Unicef supplies in USD
CSO Contribution	PD/SSFA – 3.5.17 CSO Contribution (USD)	Displays the CSO Contribution in USD.
Total Budget	Sum of all 3 fields above.	Displays the total PD/SSFA Budget in USD
Disbursement to date (%)	Calculated from the FR Table.	If no FR is added to the PD/SSFA, then display 0. If FR is added, the calculation is: Actual / FR Amount *100%
Days Since Last PV	Calculated	The value in the field will depend on the date of the last Programmatic Visit (from Trips Module). If no PV was performed, display dash (-) If 1 PV was performed, then calculate the difference between today and the end date of the PV.

		If more than 1 PV was performed, then calculate the difference between today and the end date of the most recent PV.

The Dashboard will be fed with data from the PD/SSFA page as well as VISION. The updates to the dashboard should be scheduled to take place at least once a day.

The dashboard should have a facility to filter the results by the following fields:

- Section
- Field Office
- Starts After
- Ends Before
- Start Before
- Ends After
- Status

The search bar will search for results in:

- IP Name

An impression of the dashboard is available below:

IP name	PD/SSFA ref.#	Section	Field office	PD/SSFA status	Start date (mm/yy)	End date (mm/yy)	Total UNICEF cash	Total UNICEF supplies	CSO contribution	Total budget	$ disbursements to date (%)	Days Since Last PV
Link to IP	Link to PD	CP, Health	A, B, C									
	Link to PD	WASH	A									
Link to IP												

The dashboard must also have the option to be exported – all of the fields as shows above should be exported to a file called “CSO Dashboard”
A wireframe for the dashboard is available here:
https://projects.invisionapp.com/share/SQC15TPFK#/screens/237441024_00_-_CSO_Dashboard_-_Wide