

# ESOLPK developed Project Monitoring & Control System for Strengthening Participating Organization (SPO)

*SPO is able to be more efficient in current projects and future forecasting in different regions due to active reporting, monitoring and evaluation of projects on various scales.*

## Company Overview:

SPO is a national civil society organization. Their mission is to strengthen and support community organizations and public interest institutions of Pakistan for the benefit of poor and disadvantaged sections of society for sustainable development through a participatory approach.

SPO's area of activities is spread across Pakistan covering four provinces and more than 60 districts.

More details about SPO can be found at: <http://www.spopk.org/>

## The Challenge:

SPO required a web-based application to control and monitor different projects. There are eight different regions of SPO. The user of every region has the information about the activities performed in the specific region. SPO wanted the users of this system to enter/input the status of the activities in two ways.

1. Gantt chart.
2. Web Forms.

Main requirement was that the Admin can view status of all activities in every region both graphically and textually i.e. in the form of Gantt chart and reports respectively. Admin needed to view reports of different regions on different parameters.



## SNAPSHOT OF CASE STUDY

### ORGANIZATION

***Strengthening Participatory Organization,  
(SPO) Pakistan***

### INDUSTRY

***NGO***

### CHALLENGES

- *Controlling and monitoring of different projects was difficult*
- *No Result-based Reporting*
- *Users found it difficult to input their activities on different mediums and keep track of those activities*
- *Administrators required an overview of project progress according to allocated budget and time frame in different regions.*

### BENEFITS

- *Activity monitoring and reporting*
- *Budget allocation and financial monitoring*
- *Evaluation of current projects and easy decision-making*

# ESOLPK's Solution for SPO

## Project Monitoring & Control System

### ESOLPK's Solution:

This solution has initially been developed for a 4 year project. This was a major project designed for 8 different regions of the country having one National Centre (Islamabad).

### Activities:

Activities are multiple tasks under a project that are defined on a per month/quarterly basis. Activities to be performed in these 8 regions can be viewed in the form of a Gantt chart separately. Certain users have the authority to edit and update the activities.

Every user can feed different reports against the activities performed in the respective region.

If an activity could not be completed within the specified time or against the allocated budget, then it is highlighted by the system in Red color. On successful completion, the activity is highlighted as Green. Certain users can view the reasons of activity failures. User can also track the activity against Work Plans, Risks, Financial Data and Key insights. Productive forecasting can be made on the basis of these data.

### Technologies Used:

- MS SQL Server 2005
- ASP.NET 3.0
- HTML Reporting

### Features:

- Reporting
- Project Information
- Project Activities
- Data entry in specified templates
- Result based reporting
- Approval/ Disapproval
- Secure Database
- Uploading of documents and images
- Partner information
- Email notification
- Alert section at all levels.
- Alerts/notification about report ready to be viewed
- Calendar

### Users:

There are 6 types of users for this system listed down in ascending order on basis of administrative rights.

1. Viewer
2. Info Provider
3. Regional Head
4. MER Specialist
5. MER Manager
6. CEO

#### Viewer:

The viewer can view the reports generated by the system. He does not have the capability to modify any report.

#### Info Provider:

This user can enter/feed the report in the system. He can also update the report.

#### Regional Head:

This user can view the data of Info Provider and can update the data when required. He also has the authority to approve the data at Regional level.

**MER Specialist:**

The MER specialist can update and review a record presented by Regional Head.

**MER Manager:**

The MER Manager gives final approval. He has administrative rights to handle the data at all levels below him.

**CEO:**

The CEO has the authority to approve as well as disapprove the data.

**Modules:**

The major modules of this solution consist of the following:

1. Result based Reporting
2. Work Plan Tracking
3. Financial Tracking
4. Risk Analysis
5. Key Insights
6. User Management
7. Report

**1. Result Based Reporting:**

It is further divided into the following sections.

- **Impact**  
The impact page displays the impact in a tabular format. The links are displayed in the column to open a specific template/activity. User can also attach a file.
- **Outcome**  
There are 4 outcomes of the project. The outcome page displays the outcomes in a tabular format. The links are displayed in the column to open a specific template/activity. User can also attach a file.
- **Output**  
This page displays the outputs in a tabular format. The links are displayed in the column to open a specific template/activity. User can also attach a file.

● **Activity**

This page displays the activities in a tabular format. There are approximately 50 activities. The links are displayed in the column to open a specific template/form for an activity. User can also attach a file.

● **Template**

There are templates for each activity. Each user of the specific region can enter data in the template/form. The data can be saved in the database and will be used later on for reports.

● **Uploads**

Files can also be uploaded/attached with the outcome/output/activities/impact etc. The format of the files can be PDF, MS Word or MS Excel. There can be audio/video attachments as well.

*Note: Some activities have same/common templates depending on the similarity. These templates are used to gather the information from the entire eight regions. These templates are like forms having questions and answers in option button, drop down list, free text box etc.*

**2. Work Plan Tracking**

Work plan is used to monitor the activities performed. The work plan page displays a plan in a tabular format. There is an option to mark the status of the activity. The status can be complete/ in-complete etc. There are different colors to show the status of the activity e.g. Red for in-complete work. User can also give the reason against the status of the activity.

**3. Financial Tracking**

This module contains small calculations. The budget is allocated in different regions. The actual expenditure can also be entered within the specified time frame. Variance is calculated depending on the budget allocated and the actual expenditure. The user can provide the reason for the variance. The fields can be activity, budget allocation, actual expenditure, variance and reason for variance.

**4. Risk Analysis**

Risk analysis can be done on quarterly basis. The use can enter the information related to risk analysis in the system.

A form is available in which user can enter the data. Each region can enter the risk information.

### 5. Key Insights

Each region can enter the key insights. A form is available from where user can add the data.

### 6. User Management

Admin can add new users to the different regions. He can also activate/deactivate a user. The user has ability to change his/her password.

### 7. Reports

There are number of reports (approx. 100) which are generated on different conditions. Some of the reports are given below:

- **Key Insight report for all regions.**  
The admin can view the report containing key insights entered by all regions.
- **Key Insight report of a specific region.**  
The admin can view the report containing key insights entered by each region.
- **Risk Analysis report for all regions.**  
The admin can view the report containing risk analysis entered by all regions.
- **Risk Analysis report for a specific region.**  
The admin can view the report containing risk analysis entered by each region.
- **Financial Report of all regions.**  
This report displays the financial report for all the regions.
- **Financial Report of a specific region.**  
This report displays the financial report for a specific region.

ESOLPK has played a significant part in the automation of SPO's entire Project Monitoring and Control System, resulting in quick processing of information, swift management of weekly/quarterly reporting with transparency of budget allocation and its usage.

ESOLPK's quality services in development of Monitoring and Control System has enabled SPO staff to easily add and share information, increase productivity, and provided a transparent view of report.

Moreover, due to best services by ESOLPK, SPO has provided ESOLPK with Phase-II of this project in order to enhance the system. The client highly recommends ESOLPK on the basis of skills, devotion, reliability, follow-up and outstanding competence.

### Contact Us:

For more information on this case study email:

[info@esolpk.com](mailto:info@esolpk.com)

To know more about ESOLPK, visit [www.esolpk.com](http://www.esolpk.com)



## Strengthening Participatory Organization MIS

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**All Projects**

Project Name	Start Date	End date	View
Core Programme	01/01/2009	12/31/2013	<a href="#">View</a>
Special Project 1			<a href="#">View</a>

**Core Programme**

The overall objective of SPO's Core Programme 2008/9 – 2012/13 is to strengthen and support community and public institutions for achieving and protecting basic human rights, especially of the marginalized segments of society. The following four programme areas are being addressed:

- Democratic Governance
- Social Justice
- Peace and Social Harmony
- Institutional Strengthening of SPO

The proposed programme will be implemented in 53 districts and 3 tribal agencies from FATA, which is considered one district for planning purposes in the proposal. Programme management will be carried out through eight regional offices with technical backstopping, monitoring and evaluations, programme and financial audits and liaison with funding partners through the National Centre based in Islamabad.

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**Goal/ Impact**

Goal/ Impact	OVis/ Reports	MOVs/ Data
More Effective, transparent and accountable civil society institutions for the realization of a democratic, socially just and tolerant society	1. Greater sensitization and capacity among civil society workers and institutions to work for the protection and promotion of human rights, democratic governance with increased levels of accountability	1. Mid-term Review/Programme Evaluation/ Sample Survey
	2. Improved public sector education, health and disaster management services and infrastructure with effective civil society oversight and participation.	2. Mid-term Review/Programme Evaluation/ Sample Survey
	3. Empowerment of women through self-organisation, improved livelihoods, access to justice and end to gender-based violence.	3. Mid-term Review/Programme Evaluation/Case Studies
	4. More enabling policy and social environment created to promote the rights of women, minorities and marginalized groups.	4. Newspaper Clippings/ Programme Evaluation
	5. SPO wields greater influence on policy making and enjoys a high level of trust among civil society institutions, government and the public at large.	5. Mid-term Review/Programme Evaluation

Result-based Reporting

Risk Analysis

**Risk Analysis > Stakeholders**

**Outcome 1000: Enhanced institutional capacity of Community Based Organisations and political party representatives in human rights and good governance.**

Reporting Quarter: \*  Region:  \*\* Required fields - Atleast one Nature of Risk is mandatory.

**1. Local Government**

Nature of Risk: (char limit: 300)

District(s) where the risk is present:  Bahawalpur  D.G.Khan  Lodhran  Muzaffargarh  Vehari  Other

Possible Remedial Measures: (char limit: 300)

Support Required from NC: (char limit: 300)

Attach Evidence:   No file chosen

**2. Provincial Government**

Nature of Risk: (char limit: 300)

District(s) where the risk is present:  Bahawalpur  D.G.Khan  Lodhran  Muzaffargarh  Vehari  Other

Possible Remedial Measures: (char limit: 300)

Support Required from NC: (char limit: 300)

Attach Evidence:   No file chosen

**3. Local Political Leadership**

Nature of Risk: (char limit: 300)

District(s) where the risk is present:  Bahawalpur  D.G.Khan  Lodhran  Muzaffargarh  Vehari  Other

Possible Remedial Measures: (char limit: 300)

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**Outputs > POs with Visions and Mission**

**1100: Capacity enhanced of 320 CBOs and 84 NGOs to effectively undertake rights based programming.**

**OVI 1100.1: At least 320 CBOs and 84 NGOs re-align their organisational mandates with rights-based approaches.**

Reporting Month: \*   Region: Multan \* Required fields

Number of CBOs, which have re-aligned their organisational mandates with rights-based approaches during the reporting month: (numbers only) \*

Number of NGOs, which have re-aligned their organisational mandates with rights-based approaches during the reporting month: (numbers only) \*

Attach vision and mission documents finalized during the reporting month.

Name of the Organization:  District:  Attach:  NGO  CBO  No file chosen

**Quick Links**

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Outputs

**SPO** Strengthening Participatory Organization

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**WORK PLAN TRACKING**

**WORK PLAN TRACKING**

**SPO Work Plan-SPO Multan**  
**SPO Core Programme July 2010 - June 2011**

S.No.	Activities	Year 2010					Year 2011						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>OUTCOME 1000: Enhanced institutional capacity of Community Based Organisations and political party representatives in human rights and good governance.</b>													
<b>OUTPUT 1100: Capacity enhanced of 320 CBOs and 84 NGOs to effectively undertake rights based programming.</b>													
Activity: 1111	Identify new partner organisations / review of PP with existing partners	--	1	--	--	--	1	--	--	--	--	--	--
Activity: 1112	Develop PP, form PO cluster / undertake initial CBI assessment	--	1	3	--	--	--	--	--	--	--	--	--
Activity: 1113	Training on human rights	--	2	--	5	--	--	--	--	--	--	--	--
Activity: 1114	Follow up and development of action plan	--	--	--	--	--	4	--	--	--	--	--	--
Activity: 1115	Provide support for events of awareness raising/advocacy	1	2	5/5	5/5	12	8	7/7	15	5	5	5	--
Activity: 1116	Provide financial assistance to support self initiatives to be planned and implemented by POs (Chhoti Funding)	--	--	--	--	--	--	--	20	--	--	--	--
Activity: 1117	Training on democracy and good governance	--	--	--	--	--	--	--	--	--	--	--	--
Activity: 1118	Follow up and development of action plan	--	--	--	--	--	--	--	--	20	--	--	--
Activity: 1119	Annual review meeting and progress reporting	--	--	--	--	--	--	--	--	--	--	1	1
<b>OUTPUT 1200: Increased maturity of community organisations (320POs in addition to 84 mid-level NGOs) in setting up and practicing transparent and accountable systems.</b>													

Work Plan Tracking

ESOLPK [Project Monitoring and Control System for SPO - Case Study]

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<b>SPO Core Programme July 2010 - June 2011</b>													
S.No.	Activities	Year 2010						Year 2011					
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<b>OUTCOME 1000: Enhanced institutional capacity of Community Based Organisations and political party representatives in human rights and good governance.</b>													
<b>OUTPUT 1100: Capacity enhanced of 320 CBOs and 84 NGOs to effectively undertake rights based programming.</b>													
Activity: 1111	Identify new partner organisations / review of PP with existing partners	1111	--	--	--	--	--	--	--	--	--	--	--
Activity: 1112	Develop PP, form PO cluster / undertake initial CBI assessment	--	1112	--	--	--	--	--	--	--	--	--	--
Activity: 1113	Training on human rights	--	--	--	1113	--	--	--	--	--	--	--	--
Activity: 1114	Follow up and development of action plan	--	--	--	--	--	1114	--	--	--	--	--	--
Activity: 1115	Provide support for events of awareness raising/advocacy	--	4000	4000	5000	10000	10000	10000	10000	10000	10000	10000	--
Activity: 1116	Provide financial assistance to support self initiatives to be planned and implemented by POs (Chhoti Funding)	--	--	--	--	--	--	--	10000	--	--	--	--
Activity: 1117	Training on democracy and good governance	--	--	--	--	--	--	10000	--	--	--	--	--
Activity: 1118	Follow up and development of action plan	--	--	--	--	--	--	--	10000	--	--	--	--
Activity: 1119	Annual review meeting and progress reporting	--	--	--	--	--	--	--	--	--	--	--	40000
<b>OUTPUT 1200: Increased maturity of community organisations (22000s in addition to 84 mid-level NGOs) in setting up and</b>													

Financial Tracking

(The numbers have been removed due to client privacy reasons)

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Admin Panel to Add/Edit Work Plan