How to Plan Deliverables on MEL

Learn how to plan deliverables on the platform based on funding type and your role/level of responsibility.
Go to mel.cgiar.org and login to your account

Use your email and password to login
Click on «Forgot password?» if you need to change your credentials
Before you start

Remember that:

1) Only Product Leaders & Co-leaders, Project leaders/managers and co-leaders/managers, Output responsible and co-responsible and collaborating scientists may add or edit deliverables under Planning.

2) To perform this functionality, the first step is to identify role and thus your level of responsibility and access to the Planning.

3) The outputs and deliverables produced through W3/bilateral funds require discussion between flagship teams and projects leaders to ensure these are properly aligned to the CRP at Flagship, Cluster and Product Level.
Deliverable planning: overview on each case

1. Activity/Product Leader & Co-leader
   - Manage Product → Output

2. Output Responsible & Co-responsible
   - Manage Output

3. Collaborating Scientists
   - Contribute to Output

*4. Project Manager of W3/Bilateral funding
   - Project Manage → Output

*The project Manager is responsible to add such deliverable(s) in the project of reference and do the mapping at deliverable level accordingly (i.e. link it to the product level – both in planning and reporting).

W1/W2 funding

W1/W2 + W3/Bilateral funding
Case 1: Activity/Product Leader & Co-Leader

In order to add a deliverable you may select CRP, Center or Projects depending on the framework under which you have to add/edit your deliverable. If you are adding a deliverable at Activity/product Level, then you may select «CRP».

If you have the right (are the leader/co-leader) and you want to create a new deliverable, select the related Activity/Product and click on «Manage».
Case 2: Output Responsible & Co-Responsible

In order to add a deliverable you may select CRP, Center or Projects depending on the framework under which you have to add/edit your deliverable. If you are adding a deliverable at **Output Level**, then you may select « CRP ».

If you have the right (are the Responsible & Co-Responsible) and you want to create a new deliverable, select the related Output and click on «Manage».
Case 3: Collaborating Scientist

In order to add a deliverable you may select CRP, Center or Projects depending on the framework under which you have to add/edit your deliverable. If you are adding a deliverable at **Output Level**, then you may select «CRP».

If you have been added in the team of an Output, that output will appear on your dashboard. You can create a new deliverable for **that output only**, by selecting the related Output and then by clicking on «Contribute».
Case 4: Project Level (Project Manager & Output Leader)

If you are adding a deliverable at Project Level, then you may select «Project».

To create a new deliverable, select the related Project and then click on «Manage». 
Deliverables: *the common path (all cases)*

Although steps to reach at the deliverable section are different (depending on the role and the level it is planned), the visualization and the procedure from this step onwards is the same.

Click on <<Deliverables>> beside the output of interest. This will open a new window.
The steps for adding a deliverable (all cases)

After having clicked on "Add New", a new window will appear asking some key information on the deliverable planned. Follow all steps as illustrated, trying to fill in as much information as possible.

Of particular relevance are the **Delivery Date** and the **Assignment of responsibility** to the person in charge of producing and eventually reporting the deliverable. When you’ve filled in all the the information, click on «Save changes»
Revise all the information related to the Deliverable *(Project Level deliverables only)*

It is fundamental at project level to link a deliverable to a Flagship/Product. After having added the deliverable, click on «CRP Mapping » and follow the steps in here shown.

You can also revise other sections such as *partners*. When you’ve updated the information, click on «Save changes»
For more detailed information on how to use MEL please use the online guide.

You need support?
Chat with us or send us and email

Thanks for using MEL monitoring evaluation and learning