

How to Plan Deliverables on MEL

Learn how to plan deliverables on the platform based on funding type and your role/level of responsibility



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How to plan deliverables

MEL™
monitoring
evaluation and
learning

**Monitoring, Evaluation & Learning
platform wins silver award in Berlin!**
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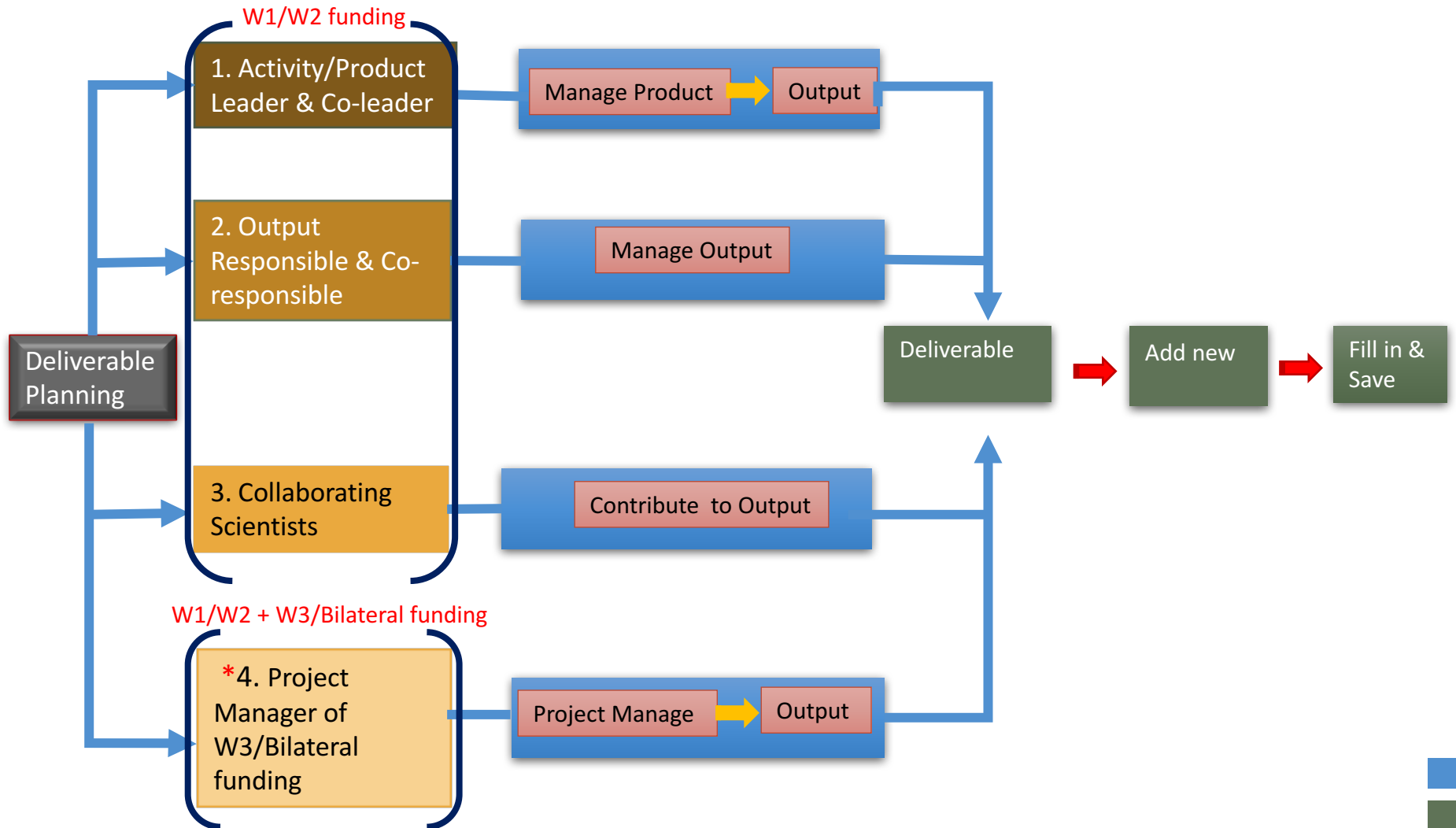
Before you start

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*



*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).



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».

How to plan deliverables

Management Summary	
DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

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»

Planning

ACTIVITY/PRODUCT

FISH-CCSLM&E - Monitoring, Evaluation and Impact Assessment

Activity/Product Co-Leader

Manage

OUTPUT

CapDev

New Capacity Development Activity+





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».

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CRP
Center
Projects

Overview Account & Data Your ORCID Emails Replace me™

MEGI CULLHAJ

Megi has completed the Masters in International Development Practice at Monash University in Melbourne, Australia. The passion for social justice and the will to develop a comprehensive knowledge of development issues have brought her attention to different subject areas. Some of these areas include: gender, advocacy, nutrition, natural resource management, corporate sustainability management, social impact assessment, disaster management and participatory methods.

WF ICARDA +

See more...

Management Summary

DELIVERABLES	0
PROJECTS	64
ACTIVITIES/PRODUCTS	1

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»

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Planning

ACTIVITY/PRODUCT

OUTPUT

Code	Output	Type	From	To	Role	My Deliverables	Action
FISH-CCSLM&E.3	Efficient MEL and Data Management Framework Implemented There are no deliverables planned for this year	Frameworks and concepts	2019-01-01	2019-12-31	Product Co-Leader	0	Manage
FISH-CCSLM&E.4	MEL platform efficiently and effectively implemented in WorldFish There are no deliverables planned for this year	Tool	2019-01-01	2019-12-31	Product Co-Leader	0	Manage

CapDev

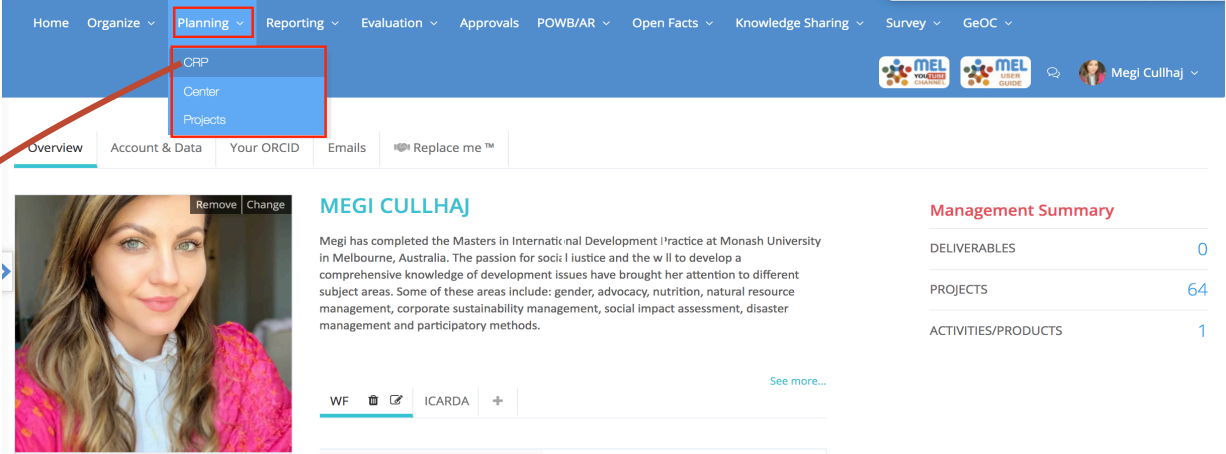
New Capacity Development Activity+



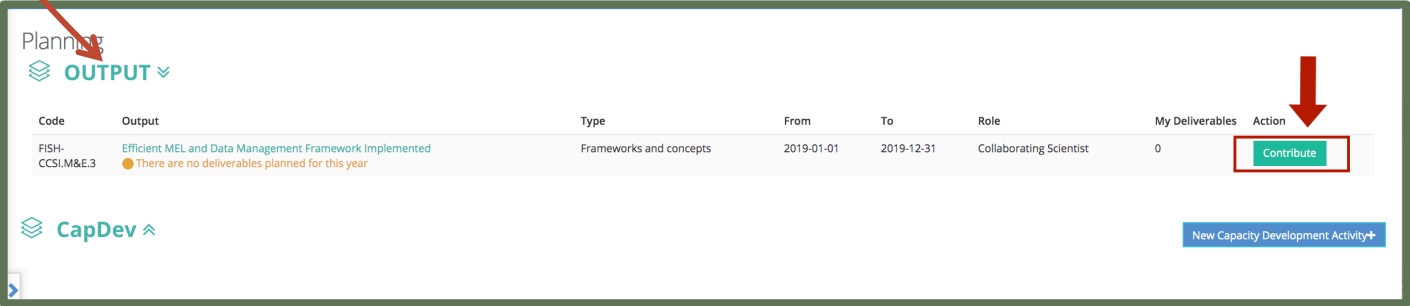


Case 3: Collaborating Scientist

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».

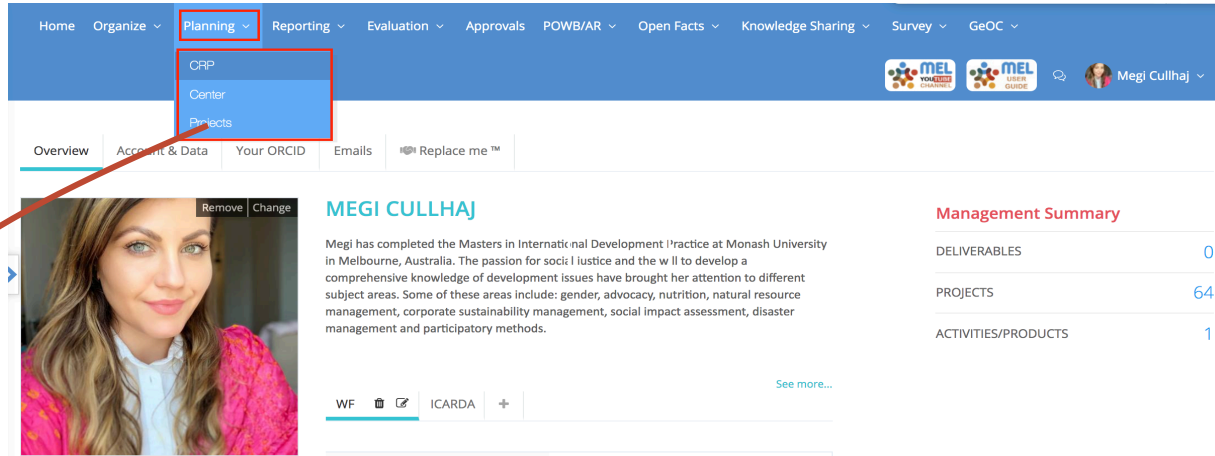




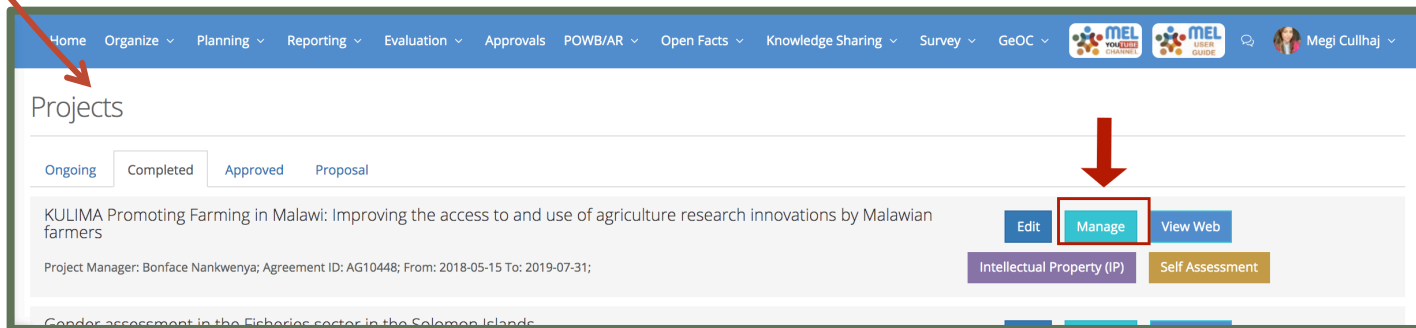
Case 4: Project Level (Project Manager & Output Leader)

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

How to plan deliverables



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 your 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.

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MEL USER GUIDE

Megi Cullhaj

Monitoring, Evaluation and Impact Assessment

Manage Product

Note: Impact Pathway is not complete

Activity/Product info

Research Team

Partners

Output

Capacity Development Activities

Outcome

Impact Pathway

Research Phase

Budget

Add New +

Outputs

All records

ID	Code	Output	Type	Role	Start Date	End Date	Actions
7361	FISH-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out	Knowledge	You don't have any responsibility	2019-01-01	2019-12-31	<div><div>Edit</div><div>Edit OECD Relevance</div><div>Partners</div><div>Deliverables</div><div>CRP-Collaboration</div><div>Delete</div></div>

• Output is missing incoming connection(s).

• Output outgoing

Deliverables for MEL platform efficiently and effectively implemented in WorldFish

Add New +

20 records

ID	Delivery Date	Type	Description	Responsible	Actions
16798	2019-07-31	Other	General Flowchart describing the MEL Knowledge Sharing Process is designed	Cristiano Rossignoli	<div><div>View</div></div>

Showing 1 to 1 of 1 entries

Delete Selected

Close



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.

The screenshot shows a 'New deliverable' form with the following fields and steps:

- 1 Title ***: A text input field.
- Description**: A larger text input field.
- 2 Delivery Date ***: A date picker field.
- 3 Assign Deliverable To ***: A dropdown menu with 'Select leader...'.
- Crops**: A dropdown menu with 'Select Crop...'.
- 4 Countries ***: A dropdown menu with 'Global' selected.
- CRPs ***: A list of existing CRPs, including 'CRP on Fish Agri-Food Systems - FISH - Malaysia, Penang'.
- 5 Result Type ***: A grid of radio button options for deliverable types: Audio, Blog, Book, Book Chapter, Brief, Brochure, Conference Paper, Conference Proceedings, Dataset, Equation, Image, Journal Article, Manual, Map, News Item/Press Item, Newsletter, Other, Poster, Presentation, Report, Software, Source Code, Template, Thesis, Tool, Training Material, Video, Website, Wiki, Working Paper.
- 6**: At the bottom right, there are 'Close' and 'Save changes' buttons. The 'Save changes' button is highlighted with a red box.

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.

How to plan deliverables

Deliverables for Technical content for FFS modules developed and printed

Add New +

20 records

Search:

ID	Delivery Date	Type	Description	Responsible	Country	Actions
16437	2018-09-29	Other	Technical packages	Joseph Nagoli	Malawi	Edit Partners CRP Mapping WF Mapping

Showing 1 to 1 of 1 entries

Delete Selected

CRP Mapping

Add New + Retrieve from Output mapping +

10 records

Search:

ID	Deliverable	CRP	Flagship	Cluster of Activities	Activity/Product	Actions
2819	Technical packages	FISH	Sustainable aquaculture	Aquaculture systems		Edit Delete

Showing 1 to 1 of 1 entries

Add Mapping

CRP*
CRP on Fish Agri-Food Systems - FISH - Malaysia, Penang

Flagship*
FISH-FP1 - Sustainable aquaculture

Cluster of Activities
FISH-FP1-3 - Aquaculture systems

Activity/Product
Select Activity/Product...

FISH-FP1-3.001 - Scalable aquaculture system models, technology packages and best practices for sustainable intensification and enhanced adaptive capacity to climate risk

FISH-FP1-3.002 - Inclusive, gender-sensitive and sustainable approaches to delivery and use of improved fish seed, health, feeds and aquaculture technology packages

FISH-FP1-3.003 - Inclusive and gender-sensitive business and entrepreneurial models for smallholder farmers and poor value chain actors

FISH-FP1-3.004 - Tools, models, data and analytical capacity to assess sustainable performance and adoption of aquaculture technology innovations

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](#).

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evaluation and
learning

