How to revise Milestones for the yearly Research Program Planning

Learn how to revise or propose new Milestones in MEL

LED BY

IN PARTNERSHIP WITH
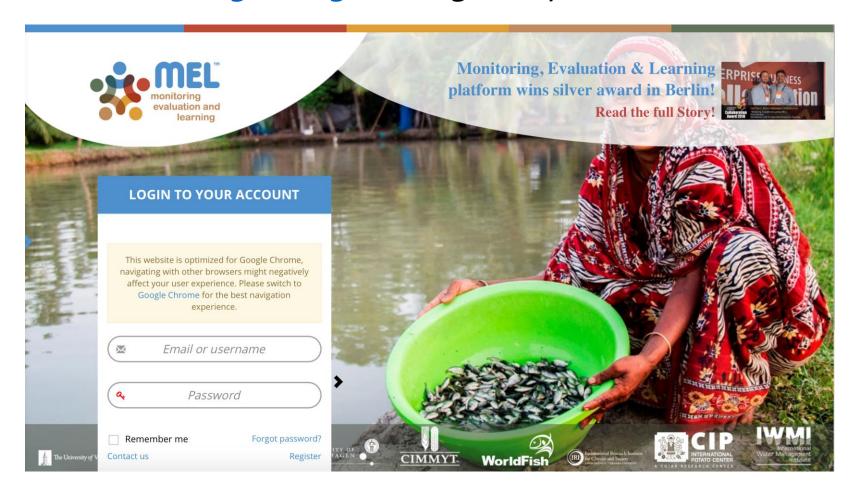
Go to mel.cgiar.org and login to your account

Use your email and password to login

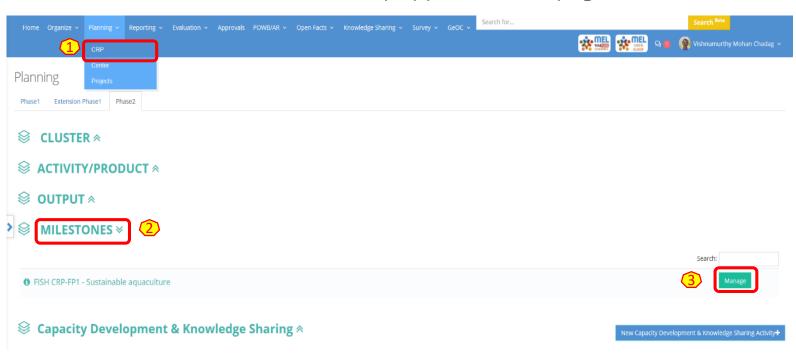Click on «Forgot password?» if you need to change your credentials

Before you start

Remember that:

1) Only Flagship Leaders and Cluster leaders and co-leaders may review the Milestones of the Flagship and Cluster(s) under their responsibility.

2) The "Milestones" section will only appear in their pages.

Follow the steps 1 to 3 to access the Milestones revision module:

PLANNING CRP → MILESTONES → MANAGE

3

Click on «See Milestones» under the Outcome of interest to access all the Milestones for that Outcome.

This step (4) will bring you to a new page where you can visualize all Milestones. While the past ones have been updated as per previous POWB, the future Milestones (2021 & 2022) are the original extracted from the PIM Table in the CRP proposal. You may review these for the next year's planning.

Option 1: Once on the Milestones page you can revise existing Milestones for next year's planning

(Step **5-a.1**): The «Propose» button will allow you to review the Milestones, i.e. modify the existing one by changing or further specifying some of its content.

Complete the fields in red as per proposed change

6

You may review one or more fields to reflect the changes or modifications you are proposing to the exisiting Milestone. You may change:

The title

You may propose a new title that can slightly or significantly change the original one. You may skip this if no changes are to be applied to the title.

The timeline

You may change the date of the Milestone. *For example, if the original Milestone was planned for 2022 but you are indeed planning to complete it in 2021, you can change the date to 2021.*

The Means of Verification

You may change the Means of verification , i.e. the knowledge products/sources you are going to use to verify the status of the Milestone when reporting, if there is any variation from the original proposed ones.
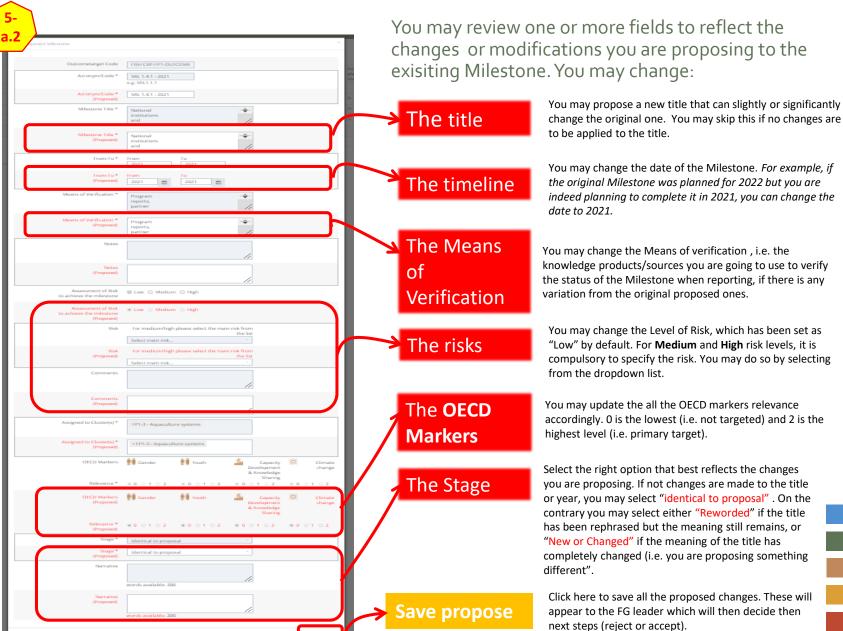
The risks

You may change the Level of Risk, which has been set as "Low" by default. For **Medium** and **High** risk levels, it is compulsory to specify the risk. You may do so by selecting from the dropdown list.

The OECD Markers

You may update the all the OECD markers relevance accordingly. 0 is the lowest (i.e. not targeted) and 2 is the highest level (i.e. primary target).

The Stage

Select the right option that best reflects the changes you are proposing. If not changes are made to the title or year, you may select "identical to proposal" . On the contrary you may select either "Reworded" if the title has been rephrased but the meaning still remains, or "New or Changed" if the meaning of the title has completely changed (i.e. you are proposing something different".

Save propose

Click here to save all the proposed changes. These will appear to the FG leader which will then decide then next steps (reject or accept).
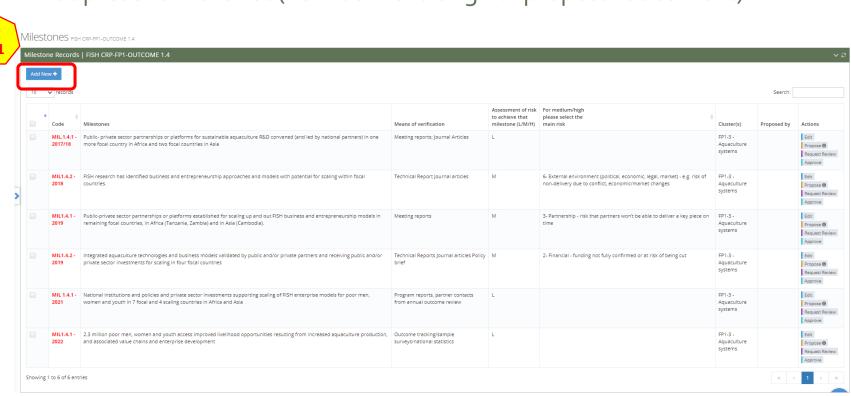
Option 2: Once on the Milestones page you can add new Milestones for next year's planning.
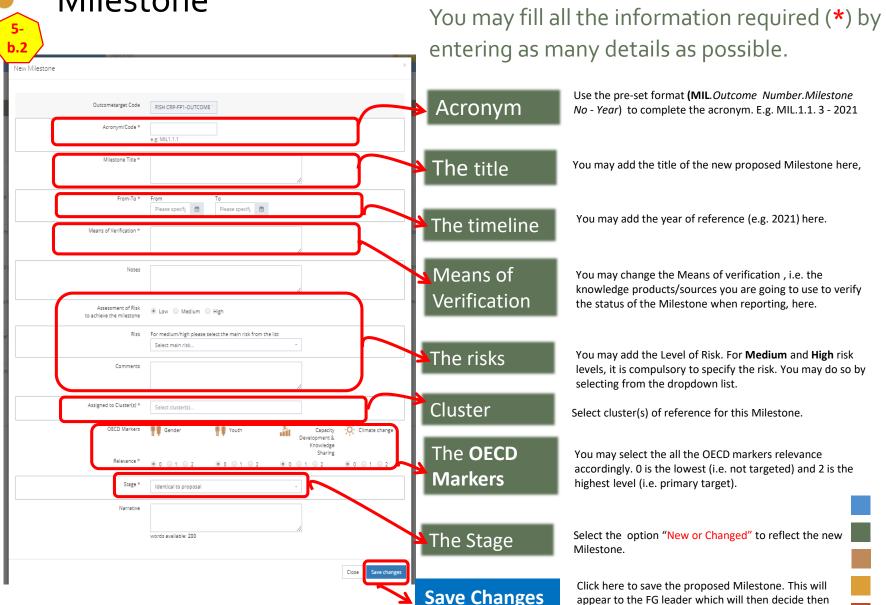
(Step 5-b.1): «Add New» will allow you to add a new Milestone, which is not present in the list (i.e. not in the original proposal document).

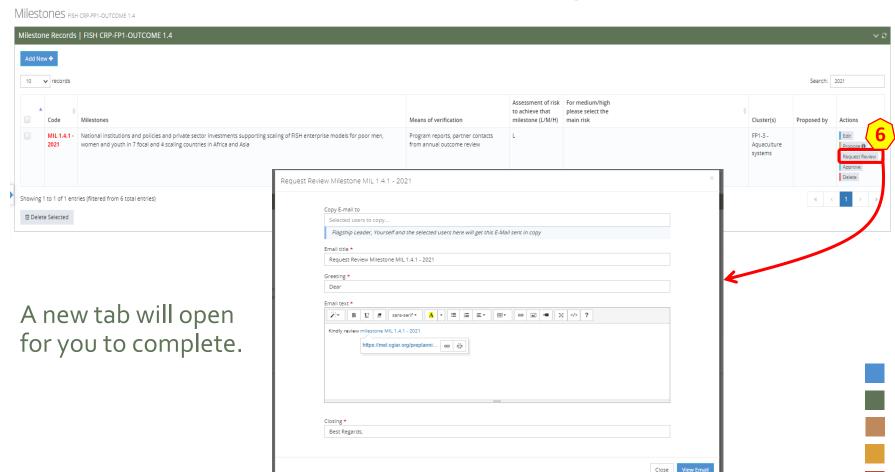# Complete the fields in red as per new proposed Milestone

You may fill all the information required (*****) by entering as many details as possible.

New Milestone

Outcome target Code	FISH CRP-FP1-OUTCOME *

Acronym/Code *
e.g: MIL1.1.1

Milestone Title *

From-To *   From   To
Please specify   Please specify

Means of Verification *

Notes

Assessment of Risk to achieve the milestone   ● Low   ○ Medium   ○ High

Risk   For medium/high please select the main risk from the list
Select main risk...

Comments

Assigned to Cluster(s) *   Select cluster(s)...

OECD Markers   Gender   Youth   Capacity Development & Knowledge Sharing   Climate change

Relevance *   ● 0 ○ 1 ○ 2   ● 0 ○ 1 ○ 2   ● 0 ○ 1 ○ 2   ● 0 ○ 1 ○ 2

Stage *   Identical to proposal

Narrative

words available: 200

Close   Save changes

Acronym — Use the pre-set format (**MIL**.*Outcome Number.Milestone No - Year*) to complete the acronym. E.g. MIL.1.1. 3 - 2021

The title — You may add the title of the new proposed Milestone here,

The timeline — You may add the year of reference (e.g. 2021) here.

Means of Verification — You may change the Means of verification , i.e. the knowledge products/sources you are going to use to verify the status of the Milestone when reporting, here.

The risks — You may add the Level of Risk. For **Medium** and **High** risk levels, it is compulsory to specify the risk. You may do so by selecting from the dropdown list.

Cluster — Select cluster(s) of reference for this Milestone.

The OECD Markers — You may select the all the OECD markers relevance accordingly. 0 is the lowest (i.e. not targeted) and 2 is the highest level (i.e. primary target).

The Stage — Select the option "New or Changed" to reflect the new Milestone.

Save Changes — Click here to save the proposed Milestone. This will appear to the FG leader which will then decide then next steps (reject or accept).

8

After proposing changes to an existing Milestone or adding a new one, click on «Request Review»

This will notify the Flagship leader and other selected team members (if any) of the changes performed. The Flagship leader may then review the Milestone and complete the final actions accordingly.

A new tab will open for you to complete.

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Complete the fields in * with the necessary information

Use this tab (7) to prepare the email to be sent to the Flagship Leader (automatically selected). You may add more people in copy through the «Copy E-mail to». Then click on « View Email» (8) to see a preview of the email that the Flagship leader and those in copy (if any) will receive.

7

Request Review Milestone MIL 1.4.1 - 2021   ×

Copy E-mail to

Selected users to copy...

Flagship Leader, Yourself and the selected users here will get this E-Mail sent in copy

Email title *

Request Review Milestone MIL 1.4.1 - 2021

Greeting *

Dear

Email text *

Kindly review milestone MIL 1.4.1 - 2021

https://mel.cgiar.org/preplanni...

Closing *

Best Regards,

8

Close   View Email

dear Cristiano Rossignoli,

Kindly review milestone MIL 1.4.1 - 2021

best regards,
The MEL Administration Team.

New to the platform? Never get lost following the MEL User Guide.
Something is not right? Contact an Administrator.

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MEL
monitoring
evaluation and
learning

9

Close   Send Email

Click on «Send Email» (9) to complete the action.

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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