How to review planned deliverable's completion date in MEL

Learn how to postpone deliverables on the MEL platform

RESEARCH PROGRAM ON Fish

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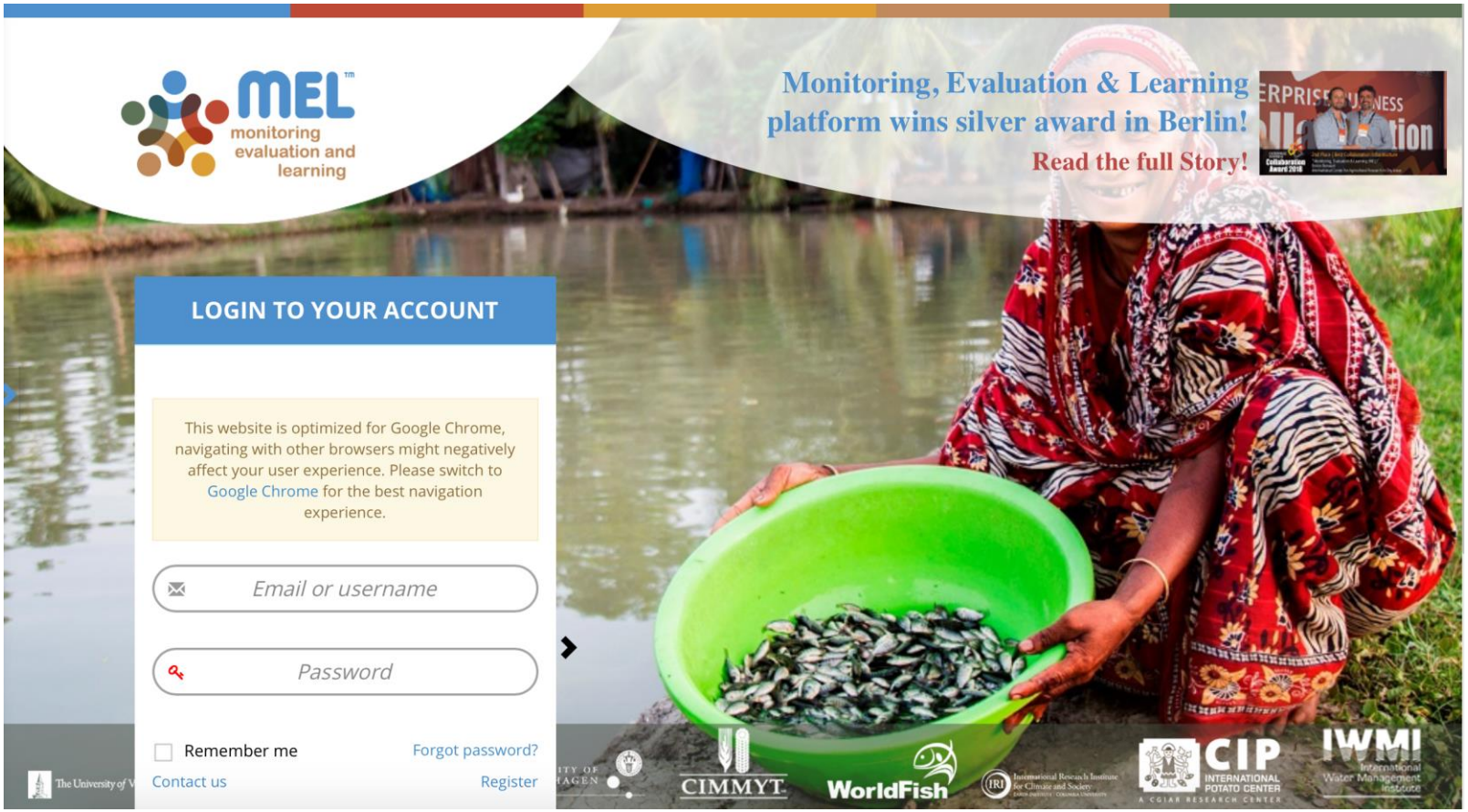
Go to mel.cgiar.org and login to your account



Use your email and password to login

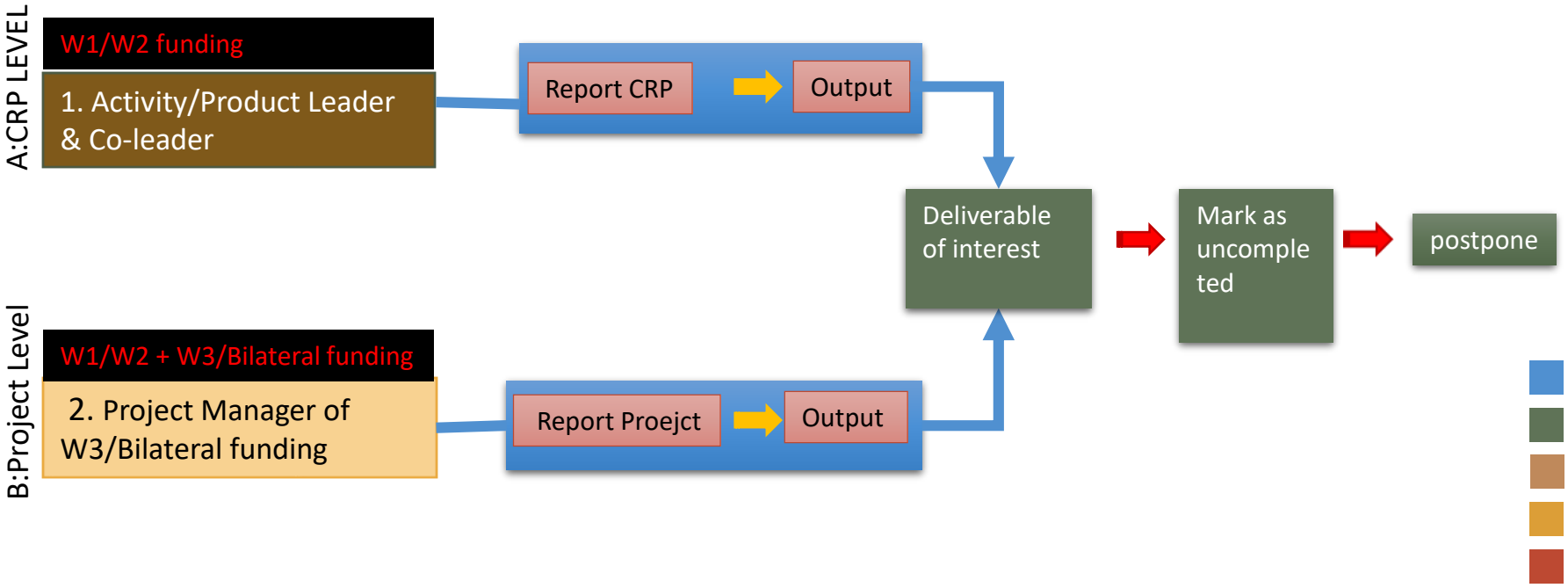
Click on «Forgot password?» if you need to change your credentials

Deliverable postponing: pathways for each case

- **Remember that:**

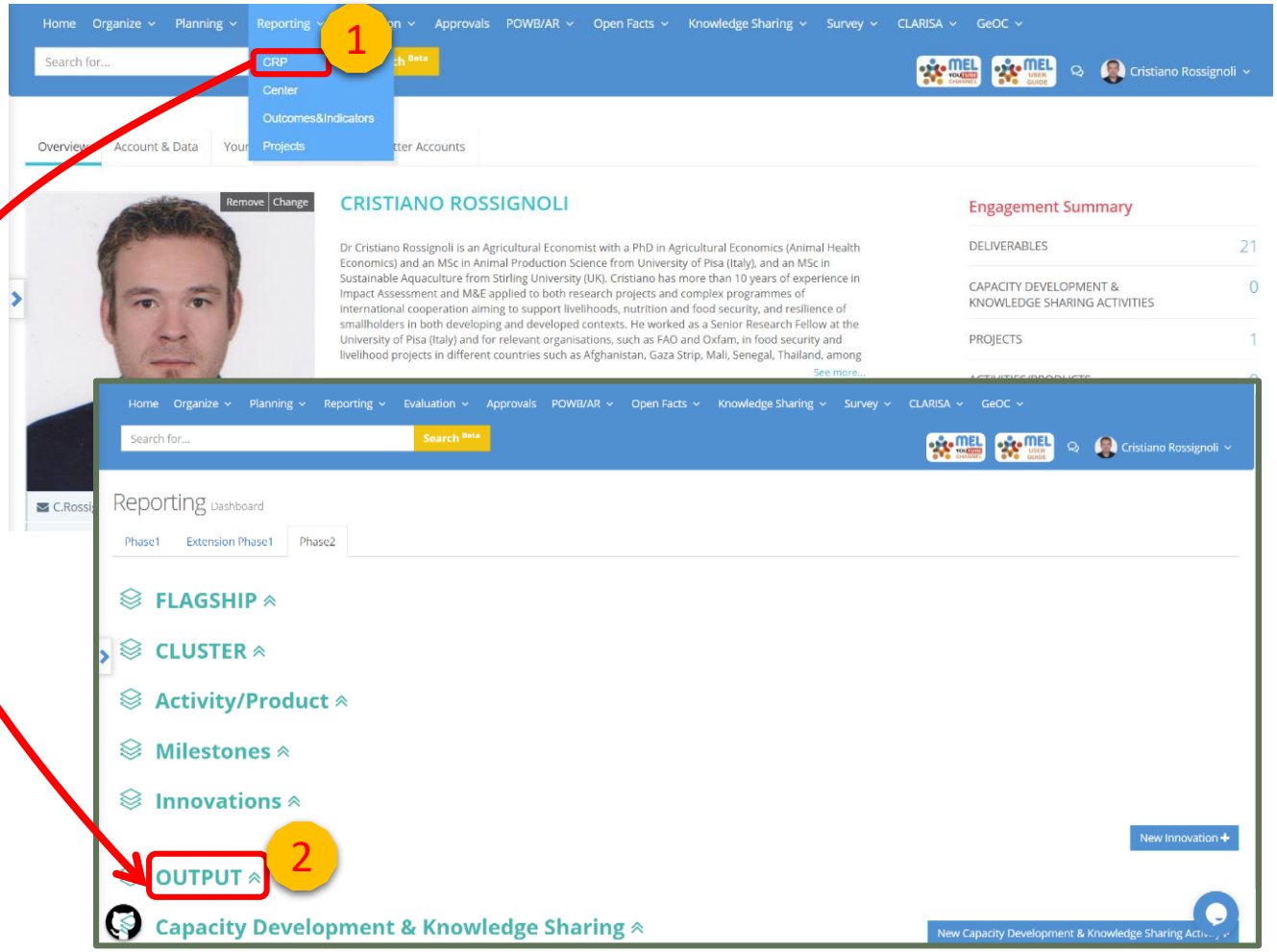
1) Only Product Leaders & Co-leaders, Project leaders/managers and co-leaders/managers may extend deliverables. This should be done after a consultation with the Output responsible/co-responsible and the responsible scientist.

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



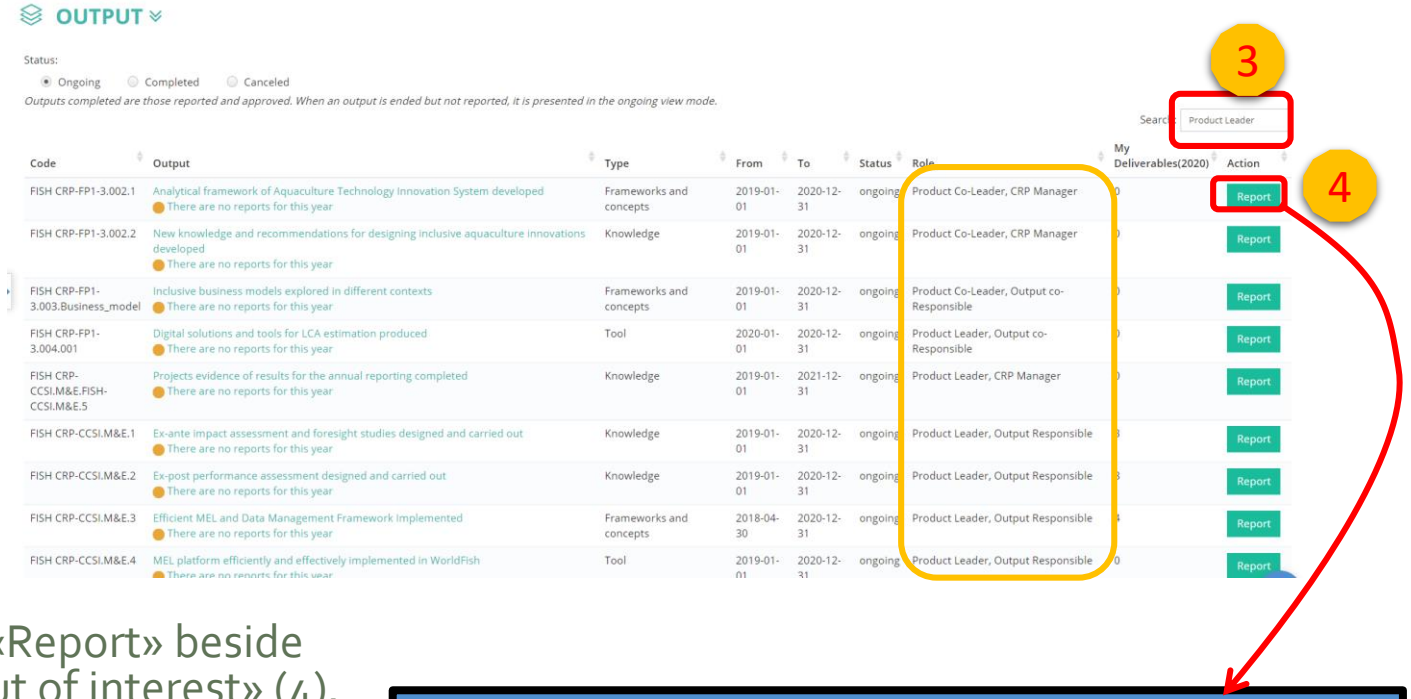
Case 1: *Activity/Product Leader & Co-Leader*

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



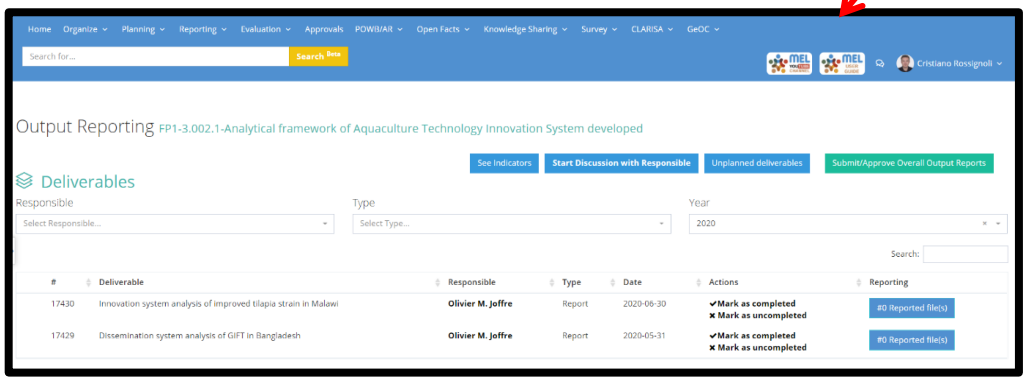
Select the corresponding output to the deliverble of interest

After clicking on the output section (step2), you will see a list of all the outputs you are involved with. Since you may review only those ones you are assigned as Product Reponsible/Co-Responsible, filter by role (3). You will visualize all the related outputs.



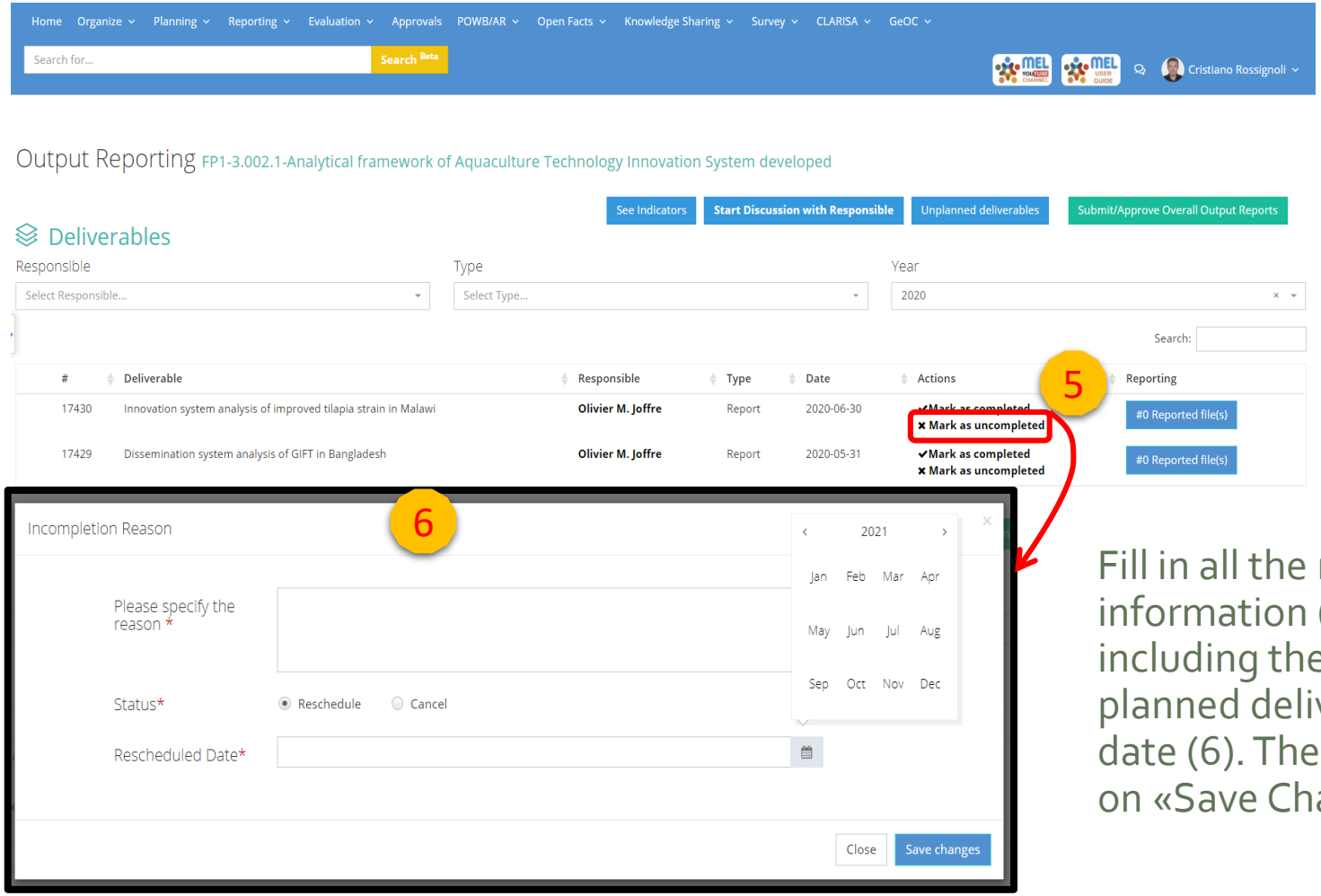
Click on «Report» beside the output of interest» (4).

This will redirect you to all the deliverables planned for the current year under this output.



Mark as Uncompleted to re-schedule the deliverable

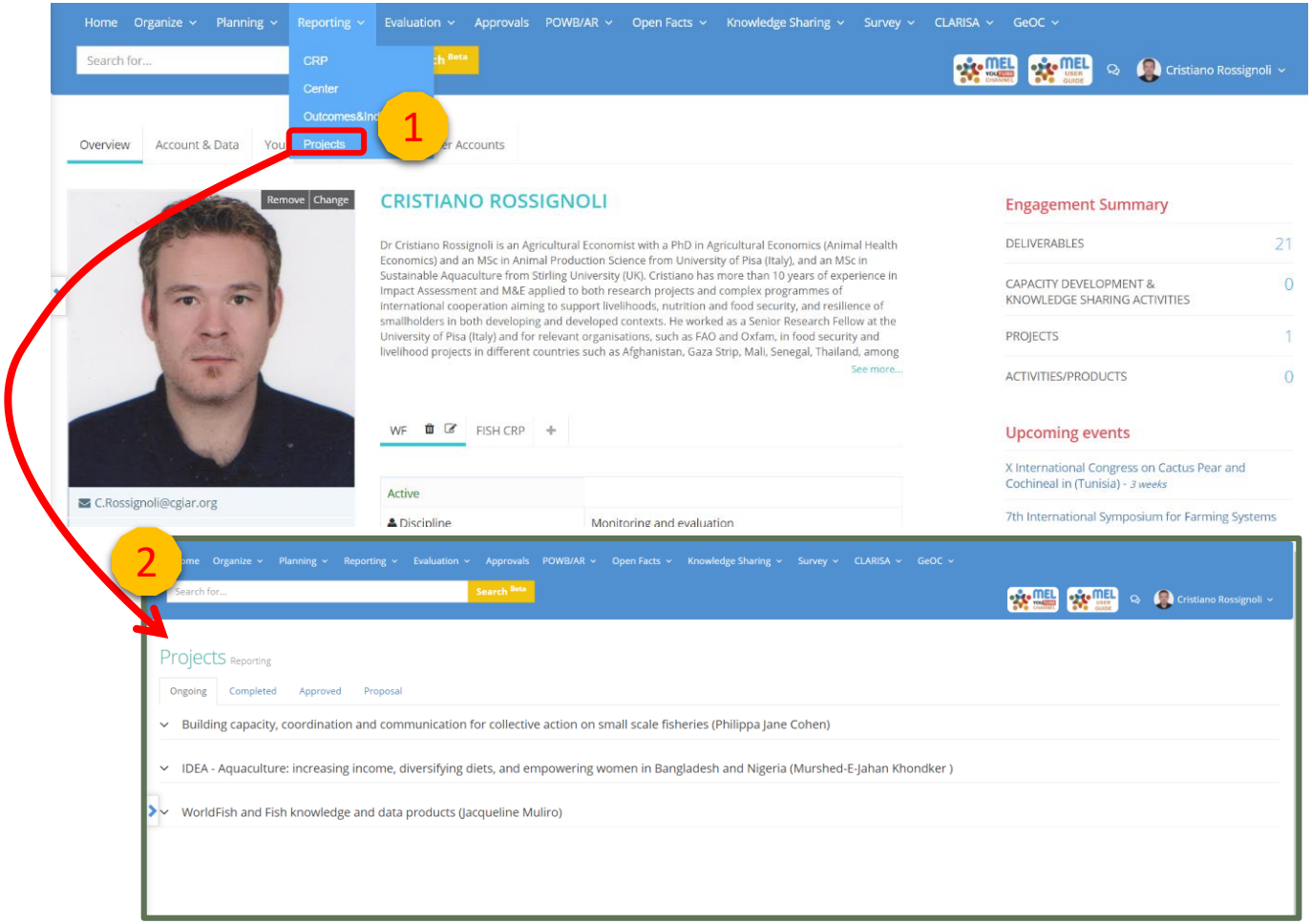
Once one the lsit of deliverables, click on «Mark as Uncompleted» (5) beside the deliverable of interest. You may do so also for deliverables that are in draft that are going to be compelted in the next year.



Fill in all the required information (*), including the new planned delivery date (6). Thenc click on «Save Changes»

Case 2: *Project Leader & Co-Leader*

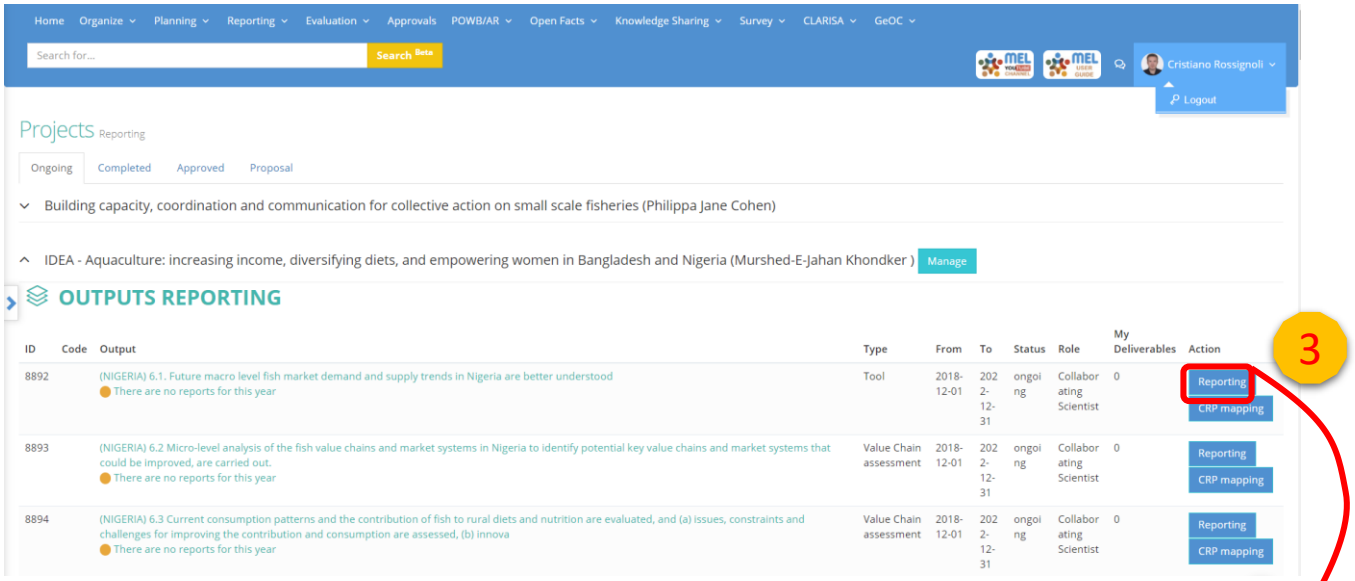
If yoy are extending a deliverable at **Project Level**, then you may select « CRP».



Once at the project area, click on the project of reference (if more than one).

Select the corresponding output to the deliverble of interest

After clicking on the project , you will visualize a list of all the outputs of the project.. Click on «Reporting» beside the output of interest» (3).



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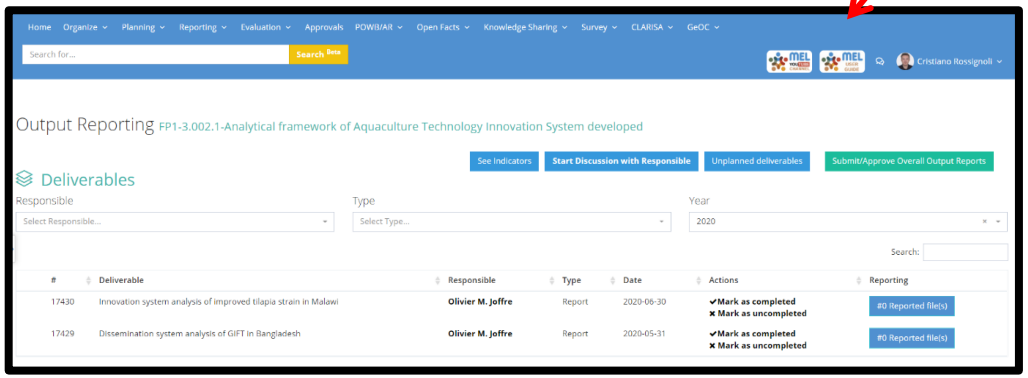

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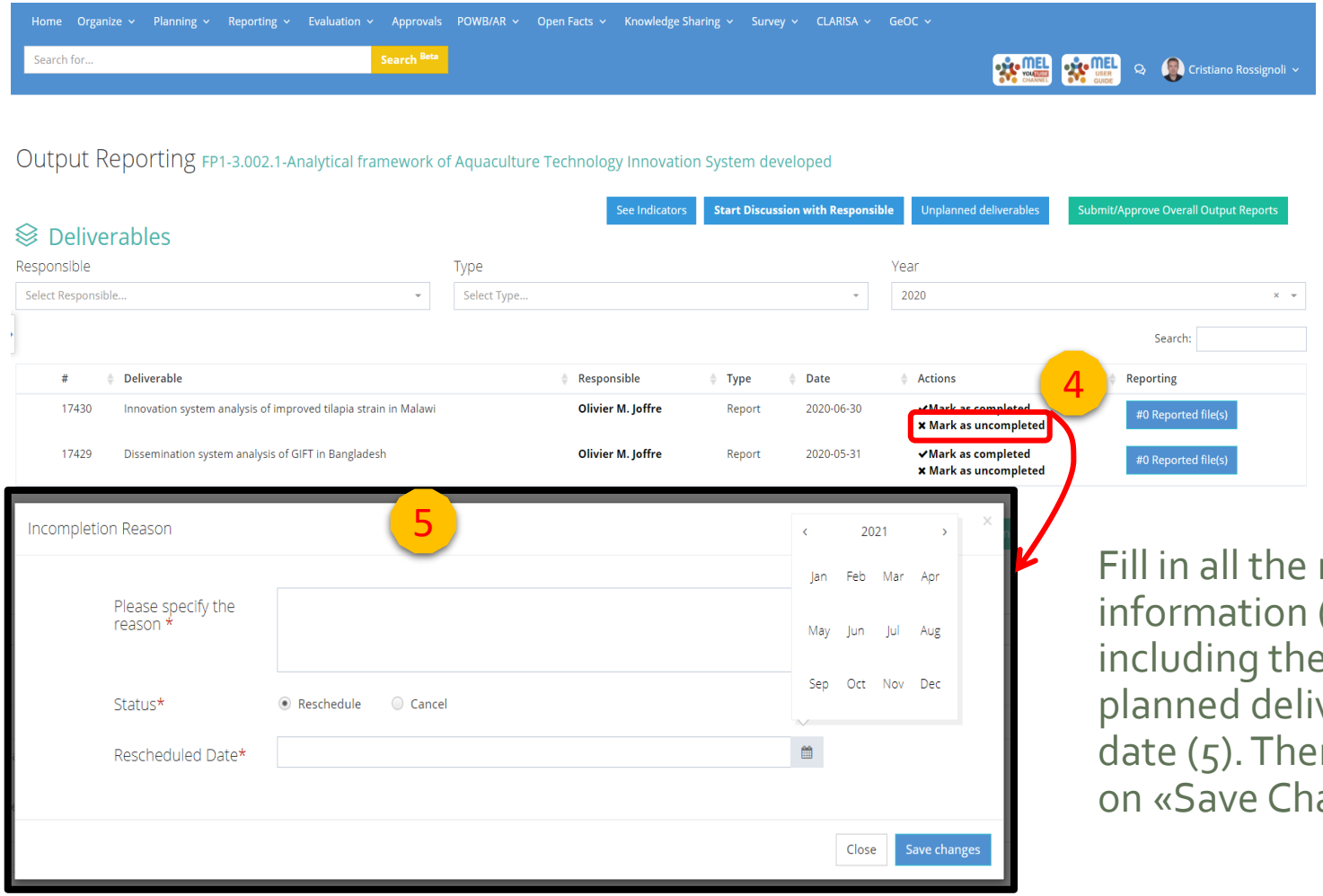

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For more detailed information on how to use MEL please use the online guide

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

Thanks for using MEL monitoring evaluation and learning