

How to review planned deliverable's completion date in MEL

Learn how to postpone deliverables on the MEL platform



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

How to plan deliverables

Use your email and password to login

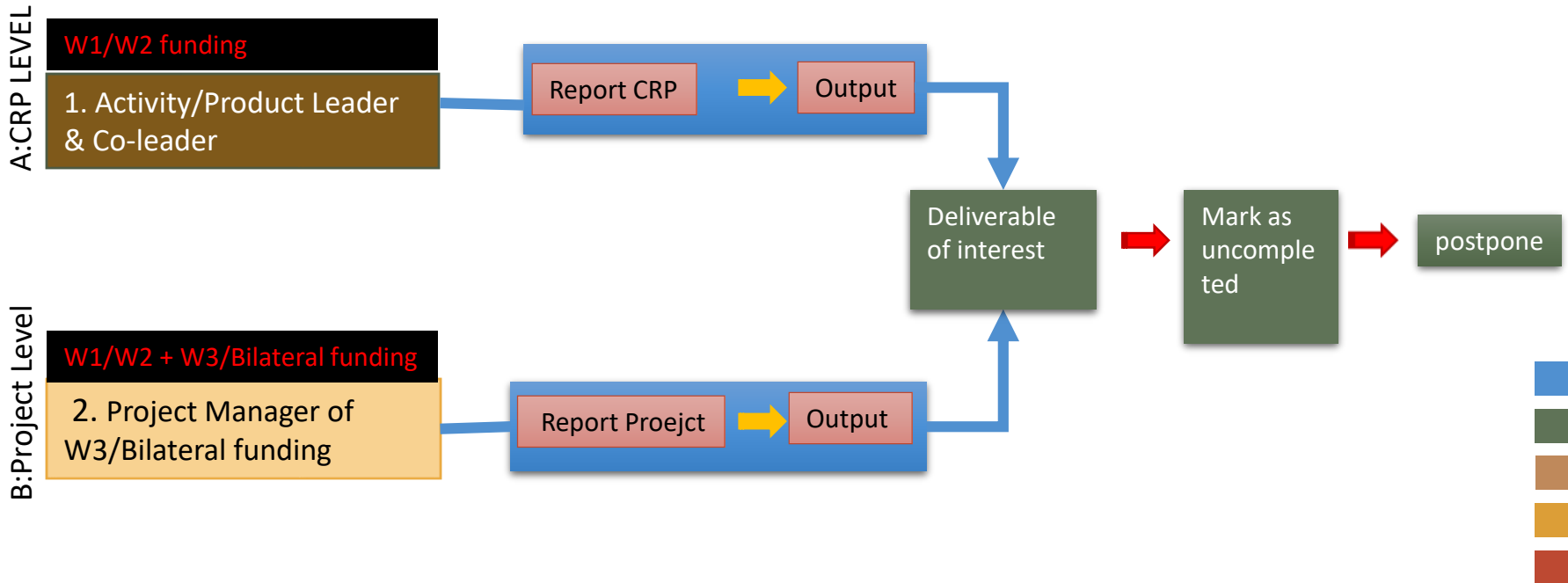
Click on «Forgot password?» if you need to change your credentials



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 you are extending a deliverable at **Activity/product Level**, then you may select «CRP».

How to plan deliverables

The screenshot shows a user profile page for Cristiano Rossignoli. A red arrow points from the 'CRP' option in the 'Reporting' dropdown menu (marked with a yellow circle '1') to the 'OUTPUT' option in the 'Reporting' dashboard (marked with a yellow circle '2').

Reporting Dashboard:

- Phase1
- Extension Phase1
- Phase2

- FLAGSHIP
- CLUSTER
- Activity/Product
- Milestones
- Innovations
- OUTPUT
- Capacity Development & Knowledge Sharing

Engagement Summary:

DELIVERABLES	21
CAPACITY DEVELOPMENT & KNOWLEDGE SHARING ACTIVITIES	0
PROJECTS	1





Select the corresponding output to the deliverable 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 Responsible/Co-Responsible, filter by role (3). You will visualize all the related outputs.

OUTPUT

Status: Ongoing Completed Canceled
Outputs completed are those reported and approved. When an output is ended but not reported, it is presented in the ongoing view mode.

Code	Output	Type	From	To	Status	Role	My Deliverables(2020)	Action
FISH CRP-FP1-3.002.1	Analytical framework of Aquaculture Technology Innovation System developed ● There are no reports for this year	Frameworks and concepts	2019-01-01	2020-12-31	ongoing	Product Co-Leader, CRP Manager	0	<input type="button" value="Report"/>
FISH CRP-FP1-3.002.2	New knowledge and recommendations for designing inclusive aquaculture innovations developed ● There are no reports for this year	Knowledge	2019-01-01	2020-12-31	ongoing	Product Co-Leader, CRP Manager	0	<input type="button" value="Report"/>
FISH CRP-FP1-3.003.Business_model	Inclusive business models explored in different contexts ● There are no reports for this year	Frameworks and concepts	2019-01-01	2020-12-31	ongoing	Product Co-Leader, Output co-Responsible	0	<input type="button" value="Report"/>
FISH CRP-FP1-3.004.001	Digital solutions and tools for LCA estimation produced ● There are no reports for this year	Tool	2020-01-01	2020-12-31	ongoing	Product Leader, Output co-Responsible	0	<input type="button" value="Report"/>
FISH CRP-CCSI.M&E.FISH-CCSI.M&E.5	Projects evidence of results for the annual reporting completed ● There are no reports for this year	Knowledge	2019-01-01	2021-12-31	ongoing	Product Leader, CRP Manager	0	<input type="button" value="Report"/>
FISH CRP-CCSI.M&E.1	Ex-ante impact assessment and foresight studies designed and carried out ● There are no reports for this year	Knowledge	2019-01-01	2020-12-31	ongoing	Product Leader, Output Responsible	0	<input type="button" value="Report"/>
FISH CRP-CCSI.M&E.2	Ex-post performance assessment designed and carried out ● There are no reports for this year	Knowledge	2019-01-01	2020-12-31	ongoing	Product Leader, Output Responsible	0	<input type="button" value="Report"/>
FISH CRP-CCSI.M&E.3	Efficient MEL and Data Management Framework Implemented ● There are no reports for this year	Frameworks and concepts	2018-04-30	2020-12-31	ongoing	Product Leader, Output Responsible	0	<input type="button" value="Report"/>
FISH CRP-CCSI.M&E.4	MEL platform efficiently and effectively implemented in WorldFish ● There are no reports for this year	Tool	2019-01-01	2020-12-31	ongoing	Product Leader, Output Responsible	0	<input type="button" value="Report"/>

How to plan deliverables

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.

Home Organize Planning Reporting Evaluation Approvals POW/AR Open Facts Knowledge Sharing Survey CLARISA GeOC

Search for...

Output Reporting FP1-3.002.1-Analytical framework of Aquaculture Technology Innovation System developed

Deliverables

Responsible: Type: Year:

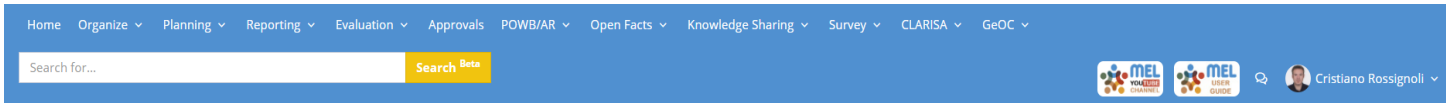
#	Deliverable	Responsible	Type	Date	Actions	Reporting
17430	Innovation system analysis of improved tilapia strain in Malawi	Olivier M. Joffre	Report	2020-06-30	<input checked="" type="checkbox"/> Mark as completed <input checked="" type="checkbox"/> Mark as uncompleted	<input type="button" value="00 Reported files"/>
17429	Dissemination system analysis of GIF in Bangladesh	Olivier M. Joffre	Report	2020-05-31	<input checked="" type="checkbox"/> Mark as completed <input checked="" type="checkbox"/> Mark as uncompleted	<input type="button" value="00 Reported files"/>





Mark as Uncompleted to re-schedule the deliverable

Once on the list 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 completed in the next year.



How to plan deliverables

Output Reporting FP1-3.002.1-Analytical framework of Aquaculture Technology Innovation System developed

Buttons: See Indicators, Start Discussion with Responsible, Unplanned deliverables, Submit/Approve Overall Output Reports

Deliverables

Responsible: Select Responsible... Type: Select Type... Year: 2020

#	Deliverable	Responsible	Type	Date	Actions	Reporting
17430	Innovation system analysis of improved tilapia strain in Malawi	Olivier M. Joffre	Report	2020-06-30	<input checked="" type="checkbox"/> Mark as completed <input checked="" type="checkbox"/> Mark as uncompleted	#0 Reported file(s)
17429	Dissemination system analysis of GIFT in Bangladesh	Olivier M. Joffre	Report	2020-05-31	<input checked="" type="checkbox"/> Mark as completed <input checked="" type="checkbox"/> Mark as uncompleted	#0 Reported file(s)

5

Incompletion Reason

Please specify the reason *

Status* Reschedule Cancel

Rescheduled Date*

Close Save changes

6

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





Case 2: Project Leader & Co-Leader

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

How to plan deliverables

The screenshot shows a user profile for Cristiano Rossignoli. The 'Reporting' menu is open, and the 'Projects' option is highlighted with a red box and a yellow circle containing the number '1'. A red arrow points from this 'Projects' tab to a project in the 'Projects Reporting' list, which is also highlighted with a yellow circle containing the number '2'. The project list includes:

- Building capacity, coordination and communication for collective action on small scale fisheries (Philippa Jane Cohen)
- IDEA - Aquaculture: increasing income, diversifying diets, and empowering women in Bangladesh and Nigeria (Murshed-E-jahan Khondker)
- WorldFish and Fish knowledge and data products (Jacqueline Muliro)

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





Select the corresponding output to the deliverable 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).

How to plan deliverables

ID	Code	Output	Type	From	To	Status	Role	My Deliverables	Action
8892	(NIGERIA) 6.1.	Future macro level fish market demand and supply trends in Nigeria are better understood ● There are no reports for this year	Tool	2018-12-01	2022-12-31	ongoing	Collaborating Scientist	0	Reporting CRP mapping
8893	(NIGERIA) 6.2	Micro-level analysis of the fish value chains and market systems in Nigeria to identify potential key value chains and market systems that could be improved, are carried out. ● There are no reports for this year	Value Chain assessment	2018-12-01	2022-12-31	ongoing	Collaborating Scientist	0	Reporting CRP mapping
8894	(NIGERIA) 6.3	Current consumption patterns and the contribution of fish to rural diets and nutrition are evaluated, and (a) issues, constraints and challenges for improving the contribution and consumption are assessed, (b) innova ● There are no reports for this year	Value Chain assessment	2018-12-01	2022-12-31	ongoing	Collaborating Scientist	0	Reporting CRP mapping

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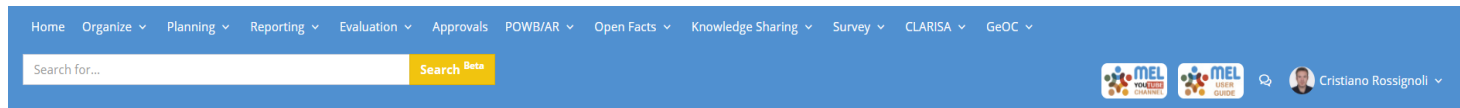
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17429	Dissemination system analysis of GIF in Bangladesh	Olivier M. Joffre	Report	2020-05-31	✓ Mark as completed ✗ Mark as uncompleted	#0 Reported files





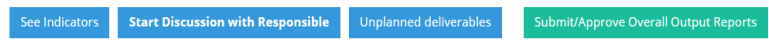
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How to plan deliverables

Output Reporting FP1-3.002.1-Analytical framework of Aquaculture Technology Innovation System developed



Deliverables

Responsible: Type: Year:

Search:

#	Deliverable	Responsible	Type	Date	Actions	Reporting
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Incompletion Reason

Please specify the reason *

Status* Reschedule Cancel

Rescheduled Date*



Fill in all the required information (*), including the new planned delivery date (5). Then click on «Save Changes»





For more detailed information on how to use MEL please use the [online guide](#)

You need support?

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Thanks for using  **MEL**
monitoring
evaluation and
learning

