

## **AMP User Manual**

### ***Activity Form***

The core feature of AMP is its ability to allow you to enter project data that can be used later for reporting and analysis. In AMP, this data is entered into the Activity Form.

These are the operations that may be performed on the Activity Form.

- a. **Save and Submit** will save the project and return you to the Desktop Homepage. To save a project in AMP all the required fields must be completed. What fields are required is configurable and can be many including **Project Title, Status, Sector, Location, National Programs, etc.**
  
- b. **Save as Draft** allows you to save the project without completing all of the required fields. Draft projects appear as red projects on the Desktop Homepage to denote that they have more data that needs to be added before the project is considered completely entered. In order to save a project as a draft the only required fields are the **Project Title, Project Status, Location, Primary Sector, Funding Organization, and Proposed Project Cost**. When saving as a draft you have the option to stay in the Activity or return to the Desktop.

### **Sections of the Activity Form**

The Activity Form is the data entry module in the AMP that captures your project information. Understanding the various sections of the Activity Form will help you understand where certain pieces of information are located. The following are the sections of the Activity Form and the type of information each section contains.

- **IDENTIFICATION** – The Identification section stores the information that identifies the project and notes associated with the project. The **required fields Project Title and Status** are located in this section.
  
- **ACTIVITY INTERNAL IDS** – This section is designed to allow you to enter the name of any organizations associated with the project and to enter the ID they use internally to identify the project. This is quite helpful when you store the project under one ID and another organization stores it under a different ID. With this subsection you can quickly tell the organization what their internal ID is for the project so that it can be located.
  
- **PLANNING** – The planning section allows you to enter dates and information that helps you plan for the development of the project.

- **LOCATION** – Location allows you to choose the location of the project. If a project spans more than one location, it is possible to choose multiple locations within the same level of implementation and choose a percentage of the project that is being done in each selected location. The total of the percentage must equal 100% or you will receive an error message.
- **SECTORS** – This section is where you select the sector(s) that the project will be a part of. It is possible to choose more than one sector for projects that have impact across more than one sector. In order to use multiple sectors, you must choose the percentage assigned to each sector. If the percentage does not equal 100%, you will receive an error message.
- **ORGANIZATIONS** – This section is used to add the respective organizations associated with this project as follows: Funding Organization, Executing Agency, Implementing Agency, and Administrative Organization. More than one organization can be added to each section as needed. Users have the option of entering percentages for how much funding is going to each agency.
- **FUNDING** – This section allows you to enter funding information based on the funding agency. The Overview section allows you to enter the Proposed Project Cost and shows aggregates of all the funding you enter for each donor agency for the project. You will enter Forecasts, Actual Commitments and Actual Disbursements for each Funding Organization.
- **RESOURCES** – This section allows users to upload documents related to the project, such as agreements, MOUs, and project documents.

Development Partner Funding
Expand All

Overview
IFRC DN

[International Federation of Red Cross and Red Crescent Societies](#)

[Funding Item 1](#) ✕

[Add Funding Classification](#)

\* Type Of Assistance

\* Aid Modality

Appropriation Category (Only for Actual Disbursements)

[Commitments](#)

[Project Disbursements](#)

Disbursements (Reminder: Cap.Spend % only applies to Planned)

\* Adjustment Type

\* Amount

\* currency

\* Transaction Date

Planned Percentage for Minor and Capital Development

Add Disbursement

**Figure 1 - Funding Section**

- **RELATED DOCUMENTS** - Any documents or links associated with this project may be stored in the Resource Manager and directly associated with the project.

## Activity Form Fields

The following list defines all the fields and dropdowns in the Activity Form.

\*Note: each of the free text areas (title, objective, etc.) can be entered in both English and Albanian.

## Identification

<b>*Project Title</b>	Title of the project found on the agreement.
<b>Activity Status</b>	The status should reflect the current status of the project – whether it is idea, planned, ongoing, planned, canceled, suspended, extended, extended with budget or completed (in the sense that no further disbursements will be made to the project). Status should be changed to completed after an activity ends.
<b>Activity Budget</b>	Specifies whether an activity is or is not included in the Kosovo National Budget.
<b>Status Reason</b>	If status changed, especially if it was canceled, give an explanation for why the status changed.
<b>Related Projects</b>	Specifies whether a project has any related projects.
<b>*Objective</b>	Text describing the objective of the project
<b>*Description</b>	Provide a general description of project activities.
<b>Results</b>	Provide the results that are expected to occur as a function of the project or project phase. Results should allude to the objects already included in the system, and can refer to both expected and actual results.
<b>Project Internal ID</b>	DPs can use this section to enter their own project IDs if they are different from the agreement number.

## Planning Dates

<b>Actual Start Date</b>	The date the physical progress of a project begins. Enter in DD/MM/YYYY.
<b>*Original Completion Date</b>	The date the physical progress of a project is expected to end. Enter in DD/MM/YYYY.
<b>Actual Completion Date</b>	The date the physical progress of a project is expected to end, if different than Original Completion Date. Enter in DD/MM/YYYY.

## Location

<b>Implementation Level</b>	First select if the project will be implemented at the National level (projects support entire country), Municipal, or Regional (Kosovo along with other countries in the region). Implementation Level can also be at a multi-level (select Both).
<b>Implementation location</b>	Based on the level selected, can choose if it works within the country or municipalities.

**Location** Based on previous selections, choose the names of the locations the project takes place in.

## Sector

**\*OECD/DAC Sectors** Select which OECD/DAC sector(s) the project is working in.

**\*Sector Working Groups** Select which governmental sector working group(s) the project is working in.

**Cross-Cutting Theme** Select which cross-cutting theme the project addresses (Gender, Minorities, Youth, or Non-cross cutting allocation).

## Organizations

**Implementing Agency** The organization(s) that carry out the project activities.

**\*Beneficiary Agency** This is the government organization/ministry receiving the funds from the funding organization(s) and/or managing the funds.

**\*Secondary Beneficiary Agency** If there are multiple funding organizations, this is the organization (that is not government) that is receiving the funds from the funding organization(s).

## Funding

**Proposed Project Cost** The total amount of funding expected for the whole project.

**Type of Assistance** Defines if the funding is provided as Loan, Grant, Debt Relief, or Government Funds (project could have more than one).

**Aid Modality** Defines if the project funding is provided as General or Direct Budget Support, Targeted or Earmarked Sector Budget Support, Project, Technical Cooperation / Assistance, In-Kind / Supplies, Capital Investment, or Scholarships.

**Commitments** This is the total amount committed within the signed Donor Agreement for the project's entire life cycle, starting from the date of signature, for each funding organization. Additional commitments can be added later if the agreement is amended. Importantly, this figure should be entered as an ACTUAL figure and entered in the donor's home currency, or the currency used in the Signed Agreement.

## Disbursements

The actual disbursements that are made for this project, and the date for the transactions. Currency should be the currency it is disbursed in. These should be updated quarterly.

## Related Documents

Any documents related to the project, such as agreement, project document or progress reports can be uploaded.

## Activity Versioning

The activity versioning feature let you compare different versions of a given activity. That feature can be accessed from the Activity Preview page by clicking on **Version History** button as seen in figure 3.7 below.

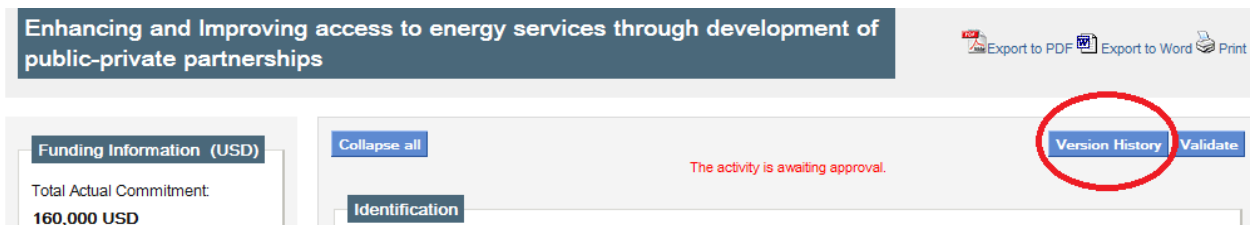


Figure 2 - Activity Versioning

Once you click on the Version history button, a window will display the 5 last versions of the activity with information on who modified it and when was the modifications done. The user will have to select two versions for comparison by selecting the checkboxes by the activity name.

Version History		
Last modified by	Date	Action
<input checked="" type="checkbox"/> Anita	11/2/12 1:42 PM	Current Version
<input checked="" type="checkbox"/> Anita	11/2/12 1:10 PM	Make this the current version
<input type="checkbox"/> Anita	10/31/12 3:11 PM	Make this the current version

Figure 3 - Selecting Activity versions

Once the activities have been selected, click on the Compare Versions button at the bottom of the window to be redirected to the Compare Versions page as seen in the figure below.

Compare Activities

Value name	First version (Older)	Second version (Newer)
Internal ID	4556	4718
Org. Role		<b>Organization:</b> Ministry of Forest and Soil Conservation <b>Role:</b> Implementing Agency <b>Percentage:</b> 100.0
Org. Role		<b>Organization:</b> Department of Soil and Watershed Management <b>Role:</b> Executing Agency <b>Percentage:</b> 100.0
Update Date	2013-02-03 15:28:27.387	2013-03-12 13:39:06.716
Modified By	Gairhe, Thakur	Bhandari, Homkanta

**Figure 4 - Comparing Activity Versions**

From the screen, the user can see which modifications have been made from one version to another. The user can either decide to come back to the current version of the activity, or select certain sections from different versions and merge them into one and save the new activity. For example, if a location was updated wrong, the user could select to keep all the new changes, except select the old location information, and merge this into a new version of the project.