

INTEGRATED BANK OF PROJECTS (IBP) SYSTEM

GENERAL USER GUIDE

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List of Abbreviations

- IBP Integrated Bank of Projects
- PCN Project Concept Note
- PP Project Profile
- PFS Pre- Feasibility Study
- FS Feasibility Study
- IFMS Integrated Financial Management System
- NITAU National Information Technology Authority- Uganda
- DC Development Committee
- PDF Portable Document Format
- NPV Net Present Value
- IRR Internal Rate of Return
- NDP National Development Plan
- O&M Operation and Maintenance

1.0 Background

The Government of Uganda embarked on the development of Integrated Bank of Project (IBP) an information system designed to assist all stakeholders involved in the Public Investment Management System (PIMS) over the life cycle of investment initiatives. This web-based software also acts as the central depository for all information and documents for Public Investment projects.

It is developed using open source standards which is free of licensing and other recurrent costs. The IBP architectural software is designed to allow integration with the existing government systems for example PBS and IFMS. It is owned by the Ministry of Finance Planning and Economic Development (MFPED) and hosted by the National Information and Technology Authority – Uganda (NITAU)

As such the first phase of the IBP that covers the pre-investment phase which includes concept, profile, pre-feasibility and feasibility stages was launched and has been enrolled for use by the Votes this FY 2019/20.

IBP has the following objectives include:

- a. Provide a dynamic information management process of public investment
- b. Link institutions and improve institutional coordination
- c. Enhanced decision making
- d. Promote efficiency and Effectiveness in project development.
- e. Provide real time project updates.

In a bid to make the system user-friendly, the IBP user guide has been developed aimed at helping the various stakeholders involved in project development to populate a project in the system in the four stages of the Project Cycle i.e. Project Concept Note (PCN), Project Profile (PP), Pre-Feasibility Study (PFS) and Feasibility Study (FS).

1.1 IBP workflow management

The IBP workflow management consists of four levels as indicated below:

Level 1: Sectoral - Department

a. Projects are first created at the department level (e.g Sanitation department)

b. Next projects are submitted to the department Commissioner for approval

Level II: Sectoral - Planning

- c. Approved by Commissioners, projects are submitted to the Department of Planning
- d. Approved projects are submitted to the Accounting Officers for approval
- e. Approved projects at PCN are submitted to the Sector head for approval.

Level III: Central

f. Approved by Accounting Officers projects are submitted to DC Secretariat (PAP Department at MFPED)

g. Approved by DC projects proceed to the next stage of the Project Development Cycle.

1.2 Benefits of IBP Improved Institutional Coordination

The system prevents submission of projects with incomplete information for instance, Project Concept Notes with missing SWG Minutes attached by the Sector Head cannot be submitted to DC/MoFPED. It ensures accountability by enforcing flow of the project to the next stage only when all the previous relevant approvals are obtained. IBP also sends notifications to all involved stakeholders every time a decision on the project is taken. The history of decision is also accessible through user friendly interfaces.

Reduced time spent on Projects Preparation and Submission.

IBP allows the user to enter and safely store information in an intuitive way. Based on the information entered, the system automatically generates Gantt chart, Results Matrix, detailed tables with cost estimates and sources of funds, etc. IBP also generates editable (MS Word) and noneditable (PDF) versions of the project submission forms such as PCN, Profile, PFS, and FS. Information that was entered at the previous stage (i.e. PCN) becomes available for editing at the next stage (i.e. Profile). This greatly reduces time and minimizes possibility of information loss as projects move from one stage to another.

Improves Accountability and Transparency

The system ensures effective audit trail and alignment with existing government protocols. Once a project is submitted to the next in tier, the software automatically blocks editing of the project information for the prior stage. Only if "Revise" decision is obtained, project is unlocked for editing. Note that only the user that created the project is allowed to edit it. Any edits to the project documentation restart the approval processes. The system not only stores details of the decisions/actions on the project, but also notifies all stakeholders involved. For example, a DC approval will automatically send a notification email to respective Sector head, Accounting Officer, Commissioner of Planning Department, Commissioner of Department proposing the project and Project Officer. The system records details (Full name, position, time, etc.) of the users that make changes on the project documentation in the timeline. IBP enforces a single point of responsibility. Only projects with approval of Accounting Officers are submitted to Treasury

#	User Role	User Rights	Level of Access	Phase
1.	Department User	Create/Update/Submit	Projects at Department Level	All
2.	Department Head	Approve/Revise/Reject	Projects at Department Level	All
3.	Planning Head	Approve/Revise/Reject	Projects at Vote Level	All
4.	Accounting Officer	Approve/Revise/Reject Projects at Vote Level		All
5	Sector Head	Approve/Revise/Reject	Projects at Vote Level	PCN
6	Commissioner PAP	Assign/Approve/Revise /Reject	All projects	All
7	PAP head user	Assign/Approve/Revise /Reject	Projects at section level	All
8	PAP standard user	Submit	Project at section level	All
9	DC Member	View	All projects	All
10	Desk Officer	View	All projects	All
11	Donor	View	All projects	All

Ability to generate statistical reports

In addition to other reports, the system generates seven predetermined reports namely;

1. Public Investment Pipeline: This is a list of projects that have successfully undergone through the appraisal processes. The report sorts projects by sector and votes and reports project titles, cost, proposed start date and duration, capital to total expenses ratio.

2. Fiscal Load from Pipeline: This shows the commitment by sectors and votes for the next 5 years period.

3. Cost evolution report: This determines the changes in the cost of project throughout the pre-investment phase (PCN, Profile, PFS, FS, and Proposal)

4. List of Projects in IBP: List of projects that are in IBP sorted by sector, vote, and stage of the pre-investment phase

5. Project ranking report for Investment decision (NPV, IRR ranking of projects)

6. Sectoral Funding Recommendation Report: Based on pre-defined criteria, the system can also auto generate recommended funding list of projects.

7. Project Location: This shows the locations of the different projects at the different Pre-Investment Phases.

8. Dashboard: This shows the specific user projects awaiting decision.

2.0 Getting Started.

Use the Hyper link http://ibp.finance.go.ug to access the login page of the system. Fill in the Username and password depending on the responsibility of the user and then click SIGN IN.

grated Bank of Proj	ects
Usemame	
Password Sign IN	TOR GOT AND MY COUNTRY

Dashboard

Projects Project Number Project Title No results found	Projects By Phases (0) O Project Concept
Groupped Projects	0 Project Profile
	0 Pre-feasibility
	0 Feasibility
	0 Project Proposal

2.1 Projects

2.1.1 Project Concept.

To create a new project, follow the steps;

Step 1: Click the **CREATE** button, shown below depending on your area of responsibility. In the first section **Summary**, the fields **Sector**, **Vote** and **Subprogram** will be automatically selected by the system.

B Dashboard	Home / Projects							
🕙 Reports 🛛 <								
ADMINISTRATION	Project Number Project Title	+ CREATE	₹ ADD FILTER					
Projects	No results found							

Step 2: Select the Program Outcome from the dropdown.

Bashboard	Sector Science, Technology and Innovation	*	0
C Reports			
ADMINISTRATION	vote Ministry of Science, Technology and Innovation	*	0
Projects	Program Outcome *		0
	Research and innovation		0

Step 3: If necessary, add Implementing Agencies by clicking on **ADD** and fill in the Sector and Vote fields from existing ones. To remove Implementing Agencies, click **REMOVE**.

Imple 1	menting Agencies Sector Science, Technology and Innovation	Ŧ]	
	Vote Ministry of Science, Technology and Innovation	Ŧ	0		
Œ	ADD				

Step 4: **Enter** the name of the project in the **Project Title** field and fill the **Technical Description** field.

						iption	chnical Descri
$\blacktriangleright \checkmark \backsim \bigcirc$	" * ~		:= 1=	I Ø	в	~	^o aragraph
	▶ ∽ ↔ ↔	≝▼₽∨∽ ♂		∷≟⊒∎и≝∎∨∎∨∽⇔		B I ② ≔ ≟= ⊒ ≝ ≝ ■ ∨ ▷ ∨ ∽ ♂	▼ B I ② ≔ ≟ ⊑ ≦ ≝ ⊞ ∨ ⊡ ∨ ∽ ♂

Step 5: Select the financial years in which the project will be implemented, specifying the start of the project in the **Start Date** field, the duration of the project in the **Duration** field and the End Date will be auto filled.

Start Date * FY2019/20	•	0
Duration *	÷	?
End Date * FY2023/24	•	0

Step 6: Enter the project locations in the Location field. You can type in several locations and also there is a possibility of placing markers for the various locations of the project on the map by clicking SHOW MAP.



Once all information is filled in correctly a user can click on **CREATE A PROJECT** and the system will create a project and redirect a user to the page where the rest of the information can be filled in.

BACK	CREATE A PROJECT

To go to the next step of the first phase of the project, you must fill in all the fields in this section, if the system doesn't allow you to go further, this means that you have forgotten to fill some required fields. The system will highlight the fields in red, make sure that those fields are filled in properly and press the button `CREATE A PROJECT` again.

The system prompts you to review and, if necessary, edit the Summary section. If everything is correct and no editing is required, press the **NEXT** button to continue operation or the **SAVE AND EXIT** button if you want to save the progress and come back to it later. Press BACK to go back to the previous window.



If you press the **SAVE AND EXIT** button, the system will offer you **EDIT**, **EXPORT**, **SUBMIT** and **TIMELINE**, in the upper right corner.



To edit the steps of the first phase of the project, click the **EDIT** button and you will be redirected to the form page. After editing, click the **SAVE AND EXIT** button to go to the approval page or **NEXT** and proceed to the next step of the first phase of the project.

🔿 Dashboard	Home / Projects		
Reports <			
ADMINISTRATION			✓ EDIT PDF ▼
💷 Projects	PROJECT		
		rmation Project (LITTP) in Llaanda	
		iniation roject (OTTT) in Oganda	
	Sector Name:	Agriculture	
	Vote Code:	010	

Step 7: At the Responsible Officer stage, fill in the data of the **person responsible** for the project Title, **Name**, Phone, and Email. Click the **NEXT** button to proceed to the next step of the first phase of the project.

 Dashboard 	Home Horticulture Industry Development Program							
Reports <								
ADMINISTRATION		Summary	— 🛕 Responsible Officer ——	Project Background	Result Matrix	6 Additional information		
≔ Projects								
		Officer Title				0		
		Officer Name				0		
		Officer Phone				0		
		Officer Mobile Phone				0		
		Officer Email				0		
		BACK NEXT SAVE	E AND EXIT					

The user is able to fill the next step Project Background without completing all the fields in Officer Responsible section. The Officer responsible window will remain highlighted in red until all fields are completed.

In the **Project Background** section, you need to fill in all the fields as shown in the following steps.

Step 8: Describe the prevailing situational analysis before and after the project in **Situation Analysis** Section.

Summary ———	🛕 Responsible Officer	——— 🛕 Project Background ———	Result Matrix ———	Additional information
Situation Analysis				0
Paragraph - [3 I ⊘ ≔ ¦= 🖬 🖬 ■ -	$\blacktriangleright \checkmark \hookrightarrow \bigcirc$		

Step 9: Describe the **Problem Statement, Problem Causes and Problem** effects. You need to identify the causes for the given problem that a project has to deal with and the effects.



Step 10: You will as well need to justify the need for the project in the **Justification** section and to describe the **stakeholders** that will be part of the project in Stakeholders section.

Justification													0
Paragraph	~	в	I d	0 :=	1=	. *	"	⊞ ~	Þ	• •	2	· 5 0	
	_												
Stakeholders	1												0
Stakeholders Paragraph	~	в	I d	0::	1=		"	 ~	Þ	,	7	 ب 	0
Stakeholders Paragraph	~	в	I	0 ::	1=		"		Þ	, «	7	・う ご	0
Stakeholders Paragraph	~	В	I	0 :=	1 = 2 =		"	⊞ ~		, «	7	 ケ マ 	0
Stakeholders Paragraph	~	В	I	2 :=	1 <u>-</u>		"	■ ~			7	・ ひ	0

Step 11: In **Coordination with Other Government Agencies** section you need to define the different agencies that will be part of the project and describe their role in a project. To remove or add other government agencies click **ADD or REMOVE**.

Name												
Details										0		
Paragraph	~	в	I	Ø	:=	1=	تم	"	Ⅲ ~	-		
~~ ~												

Step 12: A dropdown helps to identify whether a project is in the NDP or Other Strategic Documents. Depending on the compliance of the project with the NDP, select the desired option in the NDP field and the system will give you the necessary parameters to fill in. In case the project is in the NDP use the different drop downs to provide the information in regard to NDP.

n NDP Vational Development Plan 🗸 🗸							
NDP Type NDP Priority Area	0						
Focus Area	0						
Intervention	0						
Details	0						
Paragraph \vee B $I \ \mathcal{O} := := := \blacksquare \ \ \boxplus \ \vee \ \boxdot \ \diamond$							

An option of other strategic documents guides to identify the different strategic directives and provision for details about the strategic directive in regard to the project.

Step 13: In **Result Matrix** section, specify the **project goal** in the Project Goal field.

				•
rojects				
	PROJECT GOAL	OUTCOMES OUTPUTS		
	Project Goal			0

Step 14: Specify the outcomes in the **Outcome** section, if there are more than one outcome, then add the Outcome field by clicking on **ADD**. To remove Outcome, click on the **REMOVE** button.

O Dashboard	Home Urban Transp	port Transformation Project (UTTP) in	Uganda		
Reports <					
ADMINISTRATION	Summary	Responsible Officer	Project Background	4 Result Matrix	5 Additional information
≔ Projects					
	PROJECT GOAL	OUTCOMES OUTPUTS			
	1 Outcome Title				
	To emphasize	the use of non-motorized transport mode			
	(ADD				
	BACK NEXT	SAVE AND EXIT			

Step 15: Next, specify outputs by filling in all the relevant fields, if there are more than one output, then add the number of outputs needed by clicking **ADD**.

PROJECT GOAL	OUTCOMES	OUTPUTS					
Output Title Value			0		Output Description Paragraph \lor B I O I <t< td=""><td>0</td><td>⊖ REMOVE</td></t<>	0	⊖ REMOVE
Unit			0				
Outcomes		*	0				
Output Votes	COST		*	0			
⊕ ADD							

Please note that every project should have at most two Outcomes. Also, one Output should have at most two Outcomes associated with it and every Output should have at least one.

Step 16: Click on the button **ESTIMATED COST** and in the Outputs Investments popup, specify the project budget by breaking it into the financial years previously specified in the project. If you need two or more payments per year you can add by clicking ADD. Once you are done press the

SAVE button and the system will show the Total for years and for the project as a whole. Click the **NEXT** button and proceed to the next step of the first phase of the project.

F7201920	-
34,000,000	0
Fr2020/21 0	0
FY2021/02 0	0
FY202223 0	0

Step 17: In the Additional information section, in the Project Additional Information field, enter information deemed fit by the sector, attach accompanying files by pressing the **SELECT FILE** to upload file, if you still need to upload files, click on the **ADD ATTACHMENT** button and upload as much as necessary. Then click on the button Next or **SAVE AND EXIT**.



In order to send the project for approval to the department head, click the SUBMIT button, if an error occurs, it means that you haven't filled in and / or filled in the correctly some fields.

The system helps a user to determine whether a project is ready for a submission or not by highlighting Submit button in green and placing corresponding icon next to it.

O Dashboard	Home / Projects		
Reports <			
ADMINISTRATION			✓ EDIT PDF ▼
≔ Projects	PROJECT CONCEPT		
	Urban Transport Transfo	ormation Project (UTTP) in Uganda	
	Sector Name:	Agriculture	
	Vote Code:	010	

The project cannot be sent for approval to the department head until all steps of the first phase of the project have been completed. If the SUBMIT button is red it means the project is not ready to be submitted and will show error (fields that were left unfiled) in case the user attempts to submit it as shown below.

⑦ Dashboard	Home / Projects	
🗇 Reports 🛛 <		
ADMINISTRATION		PDF 👻 👼 EXPORT 🚯 SUBMIT 📈 TIMELINE
E Sectors	PROJECT CONCEPT	
≔ Votes	Establishment of Municipal Innovation and Technol	ology Hubs(MIT Hubs)
E Programs	Sector Name:	Science, Technology and Innovation
💷 Funds		
Source of Funds	Vote Code:	023
C th Deservers	Vote Name:	Ministry of Science, Technology and Innovation
Sub Programs	Program Code:	49
💷 Projects	Breaten Manai	Anneral Administration and Blannian
💷 Cost Categories	Program Name.	General Auminisoasion and Hamming
E Cost Classification	Sub Program Name:	Science Technology and Innovation infrastructure development
💷 File Types	Project Title:	Establishment of Municipal Innovation and Technology Hubs(MIT Hubs)
💷 User Management	Project No:	00004-023-18
Currency Rates	Project Duration:	Start Date: FY2019/20, End Date: FY2023/24, Duration years: 5 years
	Estimated Project Cost:	0 UGX
	Capital to Recurrent Ratio:	These Fields Must Be Filled: Project Background - Situation Analysis.
<	Responsible Officer:	Problem Destinitiation, causes of the Problem, Election of the Problem, Juditations, Destinoides, Destini, Scontination with Orene Government Agendes, Result Matrix - Project goal, Outcomes, Outputs, O

Once the project is submitted, the system will freeze the project information without letting the user to do any modifications, the user will be able to export data. The status of the project will change to waiting for a decision from the department head. Only the person responsible for the review will have the options of **APPROVE, REJECT, and DIFFER.**

To export the document, follow the following steps

Step 1: click on the **EXPORT** button located in the upper right corner, as shown in the image below. Based on your level of access different formats of the files will be available: PDF format for viewing or Word format for editing.

O Dashboard	Home / Projects		
Reports			
ADMINISTRATION			
💷 Projects	PROJECT CONCEPT		
	Urban Transport Transfor	rmation Project (UTTP) in Uganda	
	Sector Name:	Agriculture	
	Vote Code:	010	

Step 2: The system will provide a file download in word or **PDF** format.

To view the project approval process follow the steps:

Step 1: Click the **TIMELINE** button. Here you will see all the progress about the project, the comments and attachments to the changes, and the time of sending for revision.

Programs		
🗅 Funds		
Source of Funds	PROJECT CONCEPT	
🗀 Sub Programs	ENHANCING RES	EARCH AND DEVELOPMENT IN INDIGENOUS KNOWLEDGE
🔁 Projects	Sector Name:	Science, Technology and Innovation
Cost Categories	Vote Code:	023

Step 2: After viewing, close the window by pressing the **CLOSE** button. The Project Concept Note timeline may be empty due to the fact that there are no records of the project submission in the system yet.

	IBP ≡		
		Home / Projects	
U U	/otes		Creation of a project is in progress.
⊗ P	Programs	<u> </u>	
₿ F	unds	PROJECT	
🗖 s	Source of Funds	CONCEPT	
🖻 s	Sub Programs	ENHANCING RESEARCH AND DEVELOPMENT IN INDIGE	

The system allows you to manage projects in project section. In the Projects section, a user can create and view projects. To view the projects list, in the menu on the left, select Projects and the system will display a paginated list of existing projects corresponding to the logged in user.

B Dashboard	Home / Projects						
O Reports							
ADMINISTRATION	Project Nu	nber Project Title				+ CREATE	➡ ADD FILTER
Projects	Project No	Project Title	Submission Date	Status	Phase	Workflow Step	
	00019-019-09	Support To Rural Water Supply and Sanitation.	23-05-2019 11:18 am	Deferred	Pre- feasibility	Waiting for a department user	SHOW
	00008-019-09	Rehabilitation /Expansion of Bwera gravity flow scheme, Construction of Bukedea water (phases I&II), Shuuku- Matsyoro, and Potika Water supply and Sanitation Systems to Serve Rural Communities	08-04-2019 11:09 am	Deferred	Project Concept	Waiting for a department user	SHOW
					Rows pe	er page: 10	▼ 1-2 of 2

The system displays 10 entries on one page by default. You can reduce or increase the number of entries per page from 5 to 25 entries by selecting from the list below.

Bashboard	Home / Projects						
🕙 Reports 🛛 <							
ADMINISTRATION	Project Nur	nber Project Title				+ CREATE	➡ ADD FILTER
Projects	Project No	Project Title	Submission Date	Status	Phase	Workflow Ste	p
	00019-019-09	Support To Rural Water Supply and Sanitation.	23-05-2019 11:18 am	Deferred	Pre- feasibility	Waiting for department user	a 🕐 SHOW
	00008-019-09	Rehabilitation /Expansion of Bwera gravity flow scheme, Construction of Bukedea water (phases I& Shuuku- Matsyoro, and Potika Water supply and Sanitation Systems to Serve Rural Communities	II), 08-04-2019 11:09 am	Deferred	Project Concept	Waiting for de us 5	o SHOW
					Rows per	r page: 10	1-2 of 2
						25	,

For ease of use, you can sort projects by Project No, Title, Subprogram, Status, and Phase by clicking on the required header, as shown below.

2.1.2 Project Profile

To edit and/or fill in new sections of the second phase of the project, click on the **EDIT** button. After editing, press the **SAVE AND EXIT** button to go to view the project information or **NEXT** to proceed to the next step of the form.

⑦ Dashboard	Home / Projects					
🖓 Reports 🛛 <						
ADMINISTRATION					🖌 EDIT PDF 👻 🖶 EXPORT	SUBMIT 💉 TIMELINE
I Projects	PROJECT CONCEPT	PROJECT PROFILE				
	Construction of	Land, Housing and Ur	ban Development sector Hou	ISE		
	Sector Name:		Agriculture			
	Vote Code:		010			
	Vote Name:		Ministry of Agriculture,	, Animal & Fisheries		

When entering information in this phase the system will offer you to review and edit all sections if necessary. In the sections: Summary, Responsible Officer and Project Background there are no new fields, they can be edited if there are changes in the project. If there are no changes after pressing the **EDIT** button, go straight to the next step of the project form which is the Result Matrix. Follow the following steps to fill the

Step 1: In the Result Matrix section, fill in the Indicator Baseline year using a dropdown.

Summary	Respon	sible Officer	Project Background	Result Matrix	6 Additional information
Indicator Baseline Year					<u>~</u> ⑦
PROJECT GOAL	OUTCOMES	OUTPUTS	ACTIVITIES		
Project Goal To Contribute to improv MANAGE INDICATORS	ved health and producti	vity of the population	in Central Uganda through use of safe water an	d sanitation services.	0
BACK NEXT SAVE	AND EXIT				

The main differences in Result Matrix from the previous phase are Detailed Outputs, Indicators and Activities. Step 2: Under **PROJECT GOAL**, the Click **on MANAGE INDICATORS**.

Indicator Baseline Y	ear			*	0
PROJECT GOAL	OUTCOMES	OUTPUTS	ACTIVITIES		
Project Goal To assess improve measured. This wil	ment in socio-economic I be through periodic Pr	wellbeing of the youth ogramme Evaluations	n in Uganda, %age changes in poverty levels among the targeted youth will be	C	D
MANAGE INDICA	ATORS			_ `	-
BACK NEXT	SAVE AND EXIT				

Step 3: In the pop up, in put Performance indicators, Means of Verification, and Assumptions then click **SAVE**. You can **ADD or REMOVE** indicators by clicking **ADD** and R**EMOVE** buttons.

B Dashboard	Indicators	
eports	1	
ADMINISTRATION	Indicator Name	_ onal informatio
🖻 Projects	Baseline - FY2018/19	0
	FY2019/20	0
	FY2020/21	
	Verification Means	0
	⊕ ADD	
		SAVE

Step 4: Under OUTCOMES, click MANAGE INDICTORS

⊘	Summary ———	Responsible Officer –	🗸 Proje	ect Background	— 🛕 Result Matrix —	5 A	Additional information
India FY2	ator Baseline Year 2018/19					•	0
	PROJECT GOAL	OUTCOMES	OUTPUTS	ACTIVITIES			
	1 Outcome Title Water related i	nvestments shall increase	e due to evidence c	of integ ⑦ ^{⊖ RE}	MOVE		
	MANAGE IND	NCATORS					

Step 5: After clicking **MANAGE INDICATORS**, Click **ADD** to proceed to the next steps.

Dashboard	Sum	mary ———	Responsible Officer	- 🗸 Project Background	- 🛕 Result Matrix	- 5 Additional information
① Reports	<		-	-		
ADMINISTRATION	Indicator E	Baseline Year				
🖻 Projects	FY2018/	19				- (?)
	Indicators					
	G voo					
						SAVE
		MANAGE INDI	CATORS			

Step 6: After clicking **ADD**, fill in the Performance indicators, Means of Verification, Assumptions and Risk factors then click **SAVE**. **You can ADD or REMOVE** indicators by clicking ADD or **REMOVE** button.

88 Dashboard	Indicators	
🕙 Reports 🛛 <		^
ADMINISTRATION	1 Indiaster Nama	REMOVE Additional information
🖻 Projects	Indicator value	_
	Baseline - FY2018/19	0
		0
	FY2019/20	· •
	FY2020/21	0
	Verification Means	0
	Assumptions	0
	Risk Factors	0
		SAVE

There have to be at least one and at most two `Outcomes` per project.

When filling in OUTPUTS, the list in Output Votes depends on how many votes you add in Implementing Agencies (in the first step, which is Summary) in addition to the Vote which is assigned by default based on your account settings.

Ster	ר ר	· Click	MANAG	ATORS.
JICF	, ,	. Chek	MANAO	~ 10NJ.

rdicator Y2018	Baseline Year 3/19						-	0
I	PROJECT GOAL	OUTCOMES	OUTPUTS		ACTIV	ITIES		
1	Output Title Catchment Ma	nagement Plans deve	loped.	0		Output Description	0	
	Value O			0		$\begin{array}{c c} Paragraph & V & B & I & \mathcal{O} & \coloneqq \ \vdots & \vdots & \vdots & I \\ \hline \blacksquare & V & \bullet & \diamond & \diamond \\ \end{array}$		
	Unit O			0		Catchment Management Plans developed.		
	Outcomes							
	Output Votes	r quality and quantity.	÷	0				
	Ministry of Wat	er and Environment		*	0			
	MANAGE INDI	CATORS						

Step 8: After clicking MANAGE INDICATORS, Click ADD to proceed to the next steps

Dashboard		
🕙 Reports 🛛 <	Indicator Baseline Year FY2018/19	0
ADMINISTRATION		
Projects	PROJECT OUTCOMES OUTPUTS ACTIVITIES	
	Indicators	
	⊕ ADD	
		/E
	Outcomes Water related investments shall increase due to evidence of integrated catchment-base	

Step 9: After clicking ADD, fill in the Performance indicators, Means of Verification, Assumptions and Risk factors then click SAVE. You can **ADD** or **REMOVE** indicators by clicking **ADD** or **REMOVE** button.

88 Dashboard	Indicators	
⊙ Reports <	1	
ADMINISTRATION	Indicator Name	
	Baseline - FY2018/19	0
	EY2019/20	0
	FY2020/21	0
	Verification Means	0
	Assumptions	0
	Risk Factors	0
	⊕ ∧□□	SAVE

Step 10: In the **ACTIVITIES** tab, click on **ADD** and fill in the fields according to the requirements.

Summary —	Responsibl	e Officer	Project Background	Result Matrix	Additional information
Indicator Baseline Year FY2018/19					· ⑦
PROJECT GOAL	OUTCOMES	OUTPUTS	ACTIVITIES		
⊕ ADD					
BACK NEXT S	SAVE AND EXIT				

Step 11: Populate activity information in terms of name, start date, end date, description and Activity Outputs. You can add many activities as possible by clicking **ADD** button or remove by clicking **REMOVE** button.

용 Dashboard ① Reports <	PROJECT OUTCOMES OUT	S ACTIVITIES	
ADMINISTRATION	1		REMOVE
🖻 Projects	Activity Name		(Emove
	Start date	· · · · · · · · · · · · · · · · · · ·	
	End date	0	
	Activity Outputs	0	
	ESTIMATED COST		

Step 12: Click Estimated Cost to input the activity funding source, cost classification with the help of the dropdowns provided as well as the cost per year to be spent on the activity.

⊚ IBP ≡		C ⊠	Notifications 212 7 HELP
ා Dashboard	Activities Investments		ی ر <u>ی</u> ج
Reports <		^	
ADMINISTRATION	1 Fund Domestic GoU	⊖ REMOVE	
😑 Projects			
	Fund sources 1-Domestic Government of Uganda	0	
	Cod Calegory 28-OTHER EXPENSES	0	
	Cost ClassReation 281501-Environment Impact Assessment for Capital Works	0	
	FY201617 41,226,533,809.52381	0	Total
	FY2017/18 41,226,533,809.52381	0	288,585,736,666.67
	Fy201819 41,226,533,809.52381	0	
	FY2019/20		288,585,736,666.67
	Z Adivity Tame . Adivity Description	- SAVE	0 (

IBP allows you to enter investment cost in USD currency and converts it to UGX when you click on Convert to UGX as shown below. This feature is available in all sections where a user has to enter costing. The exchange rate is identified by Government and admin user has access to change it.

Home W	Act	ivities Investments				
Summ:	1	Fund Multi-lateral Donors			Ì	
Indicator Bas FY2019/20		Fund sources 410-International Development Association (IDA)		0		- 0
PRC		Cost Category 3122-FIXED ASSETS - Machinery, Furniture and Vehicles		0		
1.		Cost Classification 312201-Transport Equipment		0		O DEM/OVE
ĉ		FY2017/18 2,000,000,000	_	0	9	O REBIOVE
F	2	Fund Other Foreign Donors		Ø [⊖] REMOVE		
F		Fund sources 671-UK Department for International Development (DFID)		0		
		CONVER	RT T	O UGX 📑 SAVE	·	
	ESTIM/	NED COST				

Step 13: In the Additional information section, upload all the relevant files. If there are more than one files, click on **ADD ATTACHMENT**. Next, click the **SAVE AND EXIT** button to go to the project details page.

🔠 Dashboard Ho	ome Water Management Zones Project Phase 2	
eports <		
ADMINISTRATION	Summary — Responsible Officer Violation Project Background Result Matrix	5 Additional information
🕀 Projects	Project Additional Information	0
	Paragraph \checkmark B I \mathcal{O} := := := := :: :: :: :: :: :: :: ::::::	
	Mandatory attachments	
	ADD ATTACHMENT	
	SELECT FILE D Water Management Zones profile docx DELETE	
<	BACK SAVE AND EXIT	

Step 14: Click **SUBMIT** that would send the project Profile for approval.

B Dashboard	Home / Projects	Home / Projects													
🕙 Reports 🛛 <															
ADMINISTRATION			✓ EDIT EXPORT → SUBMIT TIMELINE												
💼 Projects	PROJECT	PROJECT PROFILE													
	Water Manage	ment Zones Project Phase	2												
	Sector Name:		Water and Environment												
	Vote Code:		019												
	Vote Name:		Ministry of Water and Environment												

Step 15: In the Comments window, make a comment and, if necessary, upload the file, click on the **SAVE** button.

# Dashboard	Home / Projects			
🕙 Reports 🛛 <				
ADMINISTRATION			🖍 EDIT 📑 EXPORT	
🔁 Projects	Comments			
	SELECT FILE			
				SAVE
	Sub Program Name:	Water Resources Management		

The system will freeze the project information, not allowing any changes to be made, and only the person responsible for reviewing it will have the options of **APPROVE**, **REJECT**, and **REVISE**

Once the project is passed through all the steps of the workflow and is approved by all required parties the project will be moved to a next stage, which is Pre-Feasibility stage.

At submission of the profile, there will be no requirement of approval from the sector head.

2.1.3 Pre-Feasibility Study

To go through all the steps of the third phase Pre- Feasibility, click the **EDIT** button

All the information provided in the Project Profile phase is auto-generated in the Pre-Feasibility Study and can be edited in case of any changes.

🛕 Summary — 😰 Responsible Officer — 💿 Project Background — 🛕 Introduction — 🛕 Options Analysis — 💿 Result Matrix –	- 🔺	Additional information
Sector Accountability	•	0
Vote Financial Intelligence Authority (FIA)	*	0
Program Outcome * Prevention of ML/TF and Financial Intelligence Information Management		0

Step 1: In the Summary window, population the Executive Summary section. Click **NEXT** to proceed to the next window.



Step 2: In the Introduction window, fill in all the fields Rationale of the study in the field below.

Summary	~	Responsible Officer	Project Background	🛕 Int	troduction	A	Options Analysis	4	Result Matrix	A	Additional information
lationale of the St Paragraph	udy ~	BI	0 := ½= 🖬	"	~ Þ ~	Ś	¢			(3	

Step 3: Populate the Methodology and Organisation of the Pre- Feasibility Study as required and click NEXT button to proceed to the next step of the third phase of the project.

I	Methodology]															0)
	Paragraph	Ý	в	Ι	Ø	:=	1 <u>-</u> 2 <u>-</u>	. *	"	⊞ ~	Þ ~	6	ç					
[Organisation of	the Pre-	feasibi	lity Stu	udy												?)
	Paragraph	~	в	Ι	Ø	:=	1- 2-		"	⊞~	▶ ~	\leftarrow	\rightarrow					
	BACK NE	EXT	SA	/E AI	ND E	XIT												

Step 4: Click **ADD** button to proceed to the next step.

Dashboard	Home project d
🕙 Reports 🛛 <	
ADMINISTRATION	🥑 Summary — 🔗 Responsible Officer — 🔗 Project Background — 🤗 Introduction — 🛕 Options Analysis — 🚳 Result Matrix — 🛕 Additional information
🗄 Projects	Options Analysis
	Description Description
	2 Building Blocks
	3 Analytical Modules
	Preferred Alternative Selection
	BACK NEXT SAVE AND EXIT

Step 5: Populate the different interventions detailing the title and description. You can remove an intervention by clicking **REMOVE**.



Step 6: Fill in the cost and use the dropdown to identify the preferred implementation modality. The field Total Score will be equal to zero by default, later on when you fill in Building Blocks, Total Score will be automatically calculated based on each block inside the section. You can add an intervention by clicking ADD button.

1 Description		
2 Building Blocks	Total Score	0
 Analytical Modules Preferred Alternative Selection 	Cost (UGX)	•
	Preferred Implementation modality	<u> </u>

Step 7: Under Building Blocks, describe the demand analysis of the option under the description section.

	Building Blocks				
	DEMAND ANALYSIS	TECHNICAL & ENGINEERING	ENVIRONMENTAL	HR REQUIREMENTS	LEGAL ASSESSMENT
	Description				0
Oescription	Paragraph 🗸	B I $\mathscr{O} := \frac{1}{2}$		\leftrightarrow \leftrightarrow	
Duilding Disalia					
Building Blocks					
3 Analytical Modules					
Preferred Alternative Selection					^

Step 8: Identify the advantages and disadvantages of the option in regard to the demand module. Using the dropdown score the module from 1-5.

	Advantages													0
	Paragraph	~	в	Ι	Ø	:=	1 <u></u> 2 <u></u>	 "	≣~	▶ ~	6	\rightarrow		
Oescription														
Ruilding Blocks	Disadvantages													0
2 Building blocks	Paragraph	~	в	Ι	Ø	:=	1 <u></u> 2 <u></u>	 "		Þ ~	5	\rightarrow		
3 Analytical Modules														
Preferred Alternative Selection														
•														
	Score	*												



Step 9: Describe the Technical and Engineering aspects of the option in the Description section.

Step 10: Identify the advantages and disadvantages of the option in regard to the Technical and Engineering module. Using the dropdown score the module from 1-5.

	Advantages	0
	Paragraph \checkmark B I \mathcal{Q} := := I \bowtie 66 \boxplus \checkmark \boxdot \leftrightarrow	
_		
Description		
2 Building Blocks	Disadvantages	0
	Paragraph \checkmark B I \mathcal{Q} := $\frac{1}{2}$ E ii E \checkmark \boxdot \checkmark	
3 Analytical Modules		
Preferred Alternative Selection		
	Score	

Step 11: In the Environmental module, describe the Environmental impacts regarding the option.

	Building Blocks				
	DEMAND ANALYSIS	TECHNICAL & ENGINEERING	ENVIRONMENTAL	HR REQUIREMENTS	LEGAL ASSESSMENT
Description	Description				0
2 Building Blocks	Paragraph	\mathbf{B} I \mathcal{O} := $\frac{1}{2}$		$\prime \leftrightarrow \diamond$	
3 Analytical Modules					
4 Preferred Alternative Selection					

Step 12: Identify the advantages and disadvantages of the option in regard to the Environmental module. Using the dropdown score the module from 1-5.

	Advantages	(2
	Paragraph \checkmark B I \mathcal{O} := := \blacksquare 66 \boxplus \checkmark \circlearrowright \leftrightarrow	
 Description 		
2 Building Blocks	Disadvantages	(
	Paragraph \vee B $I \ \mathcal{O} := := \blacksquare \blacksquare \blacksquare \vee \lor \hookrightarrow \bigcirc$	
3 Analytical Modules		
Preferred Alternative Selection		
	Score	

Step 13: Under the HR module, describe the HR requirements of the given option the option.

	DEMAND ANALYSIS		TECHNICAL & ENGINEERING			E	NVIROI	MENTAL	HR REQUIREME	NTS	LEGAL ASSESSMENT	
	Description											0
Description	Paragraph	~	в	Ι	\mathcal{O}	:=	1	6	■ ~ ▶			
2 Building Blocks												
3 Analytical Modules												
Preferred Alternative Selection												

Step 14: Identify the advantages and disadvantages of the option in regard to the HR module. Using the dropdown score the module from 1-5.

	Advantages													0
	Paragraph	~	в	Ι	Ø	:=	1=		"	⊞~	/ D\	, ÷	ightarrow	
Oescription														
2 Building Blocks	Disadvantages													0
Ţ	Paragraph	~	в	Ι	Ø	:=	1=		"	⊞~		, ÷	\rightarrow	
3 Analytical Modules														
Preferred Alternative Selection														
	Score													

Step 15: Under the legal Assessment module, describe the legal aspects of the given option.

	Building Blocks				
	DEMAND	TECHNICAL & ENGINEERING	ENVIRONMENTAL	HR REQUIREMENTS	LEGAL ASSESSMENT
Description	Description				0
2 Building Blocks	Paragraph 🗸	B I ⊘ ∷	🖬 66 🖽 v 🗈 v	• ↔ ↔	
3 Analytical Modules					
Preferred Alternative Selection					

Step 16: Identify the advantages and disadvantages of the option in regard to the HR module. Using the dropdown score the module from 1-5.

	Advantages													0
	Paragraph	~	в	I	Ø	:=	1=		"	⊞~	•	Ś	\rightarrow	
Description														
2 Building Blocks	Disadvantages													0
	Paragraph	~	В	Ι	Ø	:=	1 <u>-</u>		"	⊞~	Þ	Ś	¢	
3 Analytical Modules														
Preferred Alternative Selection														
	Score		-											
	Score													

Step 17: Proceed to the Analytical module. Under the Financial module, use the dropdown to identify the Appraisal methodology either CEA or CBA and give details of the financial analysis in regard to the identified intervention in the box below.

FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK		
Appraisal Methodology CBA				Ŧ	0
FNPV (UGX bln.)					0
IRR %					0
Financial Analysis Details				0	
Paragraph 🗸	B I ⊘ ≔ 3	= I " I · · ·	\leftrightarrow		
	FINANCIAL Appraisal Methodology CBA FNPV (UGX bln.) IRR % Financial Analysis Details Paragraph v I	FINANCIAL ECONOMIC Appraisal Methodology CBA FNPV (UGX bln.) IRR % Financial Analysis Details Paragraph ~ B I @ := 3	FINANCIAL ECONOMIC DISTRIBUTIONAL Appraisal Methodology CBA CBA FNPV (UGX bln.) IRR % Financial Analysis Details Paragraph B I I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	FINANCIAL ECONOMIC DISTRIBUTIONAL RISK Appraisal Methodology CBA CBA Image: CBA FNPV (UGX bln.) IRR % Image: CBA Image: CBA Financial Analysis Details Image: CBA Image: CBA Image: CBA Paragraph ∨ B I Image: CBA Image: CBA	FINANCIAL ECONOMIC DISTRIBUTIONAL RISK Appraisal Methodology CBA ✓ GBA ✓ FNPV (UGX bln.) IRR % Financial Analysis Details Paragraph ▼ B I I I I I I I

Step 18: In the Economic module, use the dropdown to identify the Appraisal methodology and give details of the results. Populate the Economic Analysis details in the section provided below.

	A	nalytical Modules					
		FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK		
		Appraisal Methodology CBA				Ŧ	0
0	Description	ENPV (UGX bln.)					0
Ø	Building Blocks						-
3	Analytical Modules	ERR %					(?)
	Analytical modules	Economical Analysis Detai	ils			0	
4	Preferred Alternative Selection	Paragraph 🗸	B I ⊘ := 12				

Step 19: Under the Distributional module, click ADD

\checkmark	Description				
		Analytical Modules			
\sim	Building Blocks	FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK
3	Analytical Modules				
4	Preferred Alternative Selection	(+) ADD			
BACK	NEXT SAVE AND EXIT				

Step 20: Identify the stakeholders that will be affected by the intervention. Use the drop down to identify the impact and relation to the stakeholder. Describe the details of the stakeholder. You can add as many stakeholders as possible by clicking ADD and remove any stakeholder by clicking **REMOVE.**

Ana	lytical Modules				
	FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK	
1	Identity of the St	akeholder			
Oescription	Impact				- 0
Building Blocks	impact				_ •
3 Analytical Modules	Relation				 · ⑦
Preferred Alternative Selection	Description				0
•	Paragraph V	В I @	:= }= 🖬 🛍 🖿 ~	Þv ⇔ ∂	
	⊕ ADD				

Step 21: Under the Risk Module, Click **ADD** to proceed to the next steps.

🗸 s	ummary —— 🔗 Responsible Officer	Vroject Background	V Introduction	— 🛕 Options Analys	sis —— 👩 Result Matri	x — 🛕 Additional information
Optio	ons Analysis					
•	Description	revenue				
	Building Blocks	Analytical Modules				
3	Analytical Modules	FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK	
4	Preferred Alternative Selection	⊕ ADD				
BACK	NEXT SAVE AND EXIT					

Step 22: Describe the risks that may affect the intervention in the Description section and with the help of dropdowns, identify the likelihood of occurrence and the impact. Describe the Mitigation plan of the given risk. You can add other risks by clicking ADD and remove them by clicking **REMOVE**.

		Anal	ytical Modules					
			FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK		
		1	Description					⑦ ^{○ REMOVE}
0	Description							۵
0	Building Blocks		Likelihood of Oc	currence				Ø
3	Analytical Modules		Impact				•	0
4	Preferred Alternative Selection		Mitigation Plan					0
			⊕ ADD					

Step 23: Under the Preferred Alternative Selection section, select one of the three options as the best option in the dropdown.

Dashboard Reports <	Options Analysis	Analysis of Alternatives Sur	nmary					
ADMINISTRATION			Financial Analysis D	etails		Economical Analys	is Details	5
Projects		Title	FNPV (UGX bin.)	IRR %	CEA	ENPV (UGX bin.)	ERR %	CEA
	Description Building Blocks	New piped water systems developed for each of the strategic towns using surface Water Sources	6,624,000,000.00	11.5	CBA	70,086,000,000.00	16.4	CBA
	Analytical Modules	NWSC network extended to the selected strategic towns	-12,400,000,000.00	10.2	CBA	57,220,000,000.00	15.1	CBA
	4 Preferred Alternative Selection	Preferred Alternative	ected strategic towns	1				•

Step 24: Populate the Justification for the best alternative and preferred implementation modality. click the NEXT button and proceed to the next step

		Justification of	he Prefe	erred A	Iternat	tive								0	D
	-	Paragraph	~	в	Ι	Ø	:= ;	1-2-2		"	Ⅲ ~	Þ ~	÷	5 0	
S BI	uilding Blocks														
A	nalytical Modules														
4 Pr	referred Alternative Selection														
		Justification for	the Pref	erred I	mplerr	nentati	ion Mo	odality	1					(2
		Paragraph	~	в	Ι	Ø	:= ;	1=		"		Þ ~	Ś	5 0	
ВАСК	NEXT SAVE AND EXIT														

No matter how many options you add, in the `Best Option Selection` there will be only three shortlisted options with the highest `Total Score`.

Step 25: In the Additional Information window, Select file to attach the PFS Project Model (Excel) and PFS report. Add any other attachments by clicking ADD ATTACHMENT then click the SAVEAND EXTI button to go to the project page.

Project Additional Inform	tion		0
Paragraph 🗸	B I ⊘ := ½	≝ ≝ ≣ v ⊵ v 5 ∂	
landatory attachr	ents		
FSProject Model (Exce	*		
SELECT FILE			
FSReport*			
SELECT FILE			
	_		
ADD ATTACHMEN			
	_		
ACK SAVE AN	EXIT		

Step 26: After review of information entered, click SUBMIT, that would send the third phase of the project for approval to the Department Head. In the Comments window, make a comment and, if necessary, upload the file, then click on the **SAVE** button.

B Dashboard	Home / Projects	
🕙 Reports 🔹 <		
ADMINI STRATION		
🖹 Projects	Comments	
	SELECT FILE	
	B SAVE	
	Sub Program Name: Administration	

The system will freeze the project information, not allowing any changes to be made, and only the user responsible for reviewing it will have the options of APPROVE, **REJECT**, and **DEFER** options.

Once the project has passed through all the steps of the workflow and is approved by all required parties the project will be moved to the next phase, which is Feasibility phase.

2.1.4 Feasibility Study

In the **FEASIBILITY** study, all the information from the previous project phase is auto generated and editable at this stage, except: Rationale of the Study, Methodology, Organization which are moved to this stage blank to allow the user to update them.

Sten	1: T	o go	through	all the step	s of the	Feasibility	Study	phase.	click the	FDIT	button.
JUCP	エ・・	0 60	unougn	an the step	5 OF LITE	i cusibility	Judy	priase,	chek the	LDII	button.

⑦ Dashboard	Hom	e / Projects							
🖓 Reports 🔹 <									
ADMINISTRATION							🖌 EDIT	EXPORT 🕺 SUBMIT	
III Projects		PROJECT CONCEPT	PROJECT	PRE- FEASIBILITY	FEASIBILITY				
		Strategic Towns	Water Supply a	nd Sanitation Pro	ject (STWSS	?)			
		Sector Name:			Wat	r and Environment			
		Vote Code:			019				
		Vote Name:			Mini	try of Water and Environment			
		Program Code:			02				
		Program Name:			Urba	n Water Supply and Sanitation			
		Sub Program Name:			Wet	and Management services			

Step 2: In the Summary window, you will notice a new section with toggle buttons.

Identify whether the project will have Defect Liability Period and turn on Project Has a Defect Liability Period toggle button if a warranty period is provided and specify the warranty period, if not, keep the toggle button turned off.



Step 3: There is a toggle button for Project Has Operation & Maintenance Period, if the project needs maintenance after its completion, turn on the toggle button and specify the required maintenance period in years, if not, the toggle button remains off.



Step 4: Populate the Executive summary section and click NEXT to proceed to the next steps.



If responsible officer and Project background do not contain any new data to be entered, go direct to the Introduction window.

Step 5: In the Introduction window, fill in the Rationale for the Study has shown below.

ationale of the Study (?)	
Paragraph \vee B $I \ \mathcal{O} := \frac{1}{2} = \blacksquare \ \textbf{in} = \vee \boxdot \checkmark \Leftrightarrow \ $	

Step 6: Fill in the Methodology and Organisation of the Study sections then click NEXT to proceed to the next sections

Met	hodology																		0
Ρ	aragraph		~	в	Ι	Ø	:=	1 <u></u> 2 <u></u>	.	"	⊞~	▶ ~	\leftarrow	\rightarrow					
Org	anisation	of the F	Feasil	bility S	itudy														\bigcirc
				_	-	•			_		_	_							-
P	aragraph		~	в	1	Ċ	:=	2	لئما	"	⊞ ~	▶∨	Ś	\rightarrow					
BAC	к	NEXT		SAV	e ane	D EXI	т												

Under the Project Appraisal window, click NEXT to proceed to the next section or SAVE AND EXIT to come back to the document later.

Step 7: Describe the Demand Analysis for the preferred option.

B Dashboard	Building Blocks				
C Reports <	DEMAND ANALYSIS	TECHNICAL & ENGINEERING	ENVIRONMENTAL	HR REQUIREMENTS	LEGAL ASSESSMENT
Projects	Description				0
	Paragraph 🗸	B $I \mathcal{O} := \frac{1}{2}$	■ " ■ × ▶ ×	\leftarrow	

Step 8: Describe the Technical & Engineering aspects of the preferred option

B Dashboard	Building Blocks	
Reports < ADMINISTRATION	DEMAND TECHNICAL & ENVIRONMENTAL REQU	HR LEGAL JIREMENTS ASSESSMENT
Projects	Description Paragraph ∨ B I ⊘ := ;= I I II II ∨ ∽ ⊂	⊘

Step 9: Under the Environmental module, describe the environmental aspects of the best option.

B Dashboard	Building Blocks				
O Reports		TECHNICAL & ENVIR	ONMENTAL	HR	LEGAL
ADMINISTRATION	/14/210/0			REGUITEMENTS	NOOLOOMEINT
Projects	Description				0
	Paragraph 🗸	$\mathbf{B} I \mathcal{O} \coloneqq \underset{2}{\overset{1}{=}} \blacksquare \blacksquare$	" • •	, <	

Step 10: Under the HR Requirement module, describe the Human resources that will be needed in the best option.

B Dashboard	Building Blocks	
C Reports <	DEMAND TECHNICAL & ENVIRONMENTAL HR	
ADMINISTRATION	AIALIOIS ERGINEERING REQUIREMENTS	AGESOMENT
Projects	Description	0
	Paragraph ∨ B I ⊘ := }= ⊒ ≝ ⊞ ∨ ⊡ ∨ ∽ ♂	

Step 11: Under the Legal Assessment module, describe the legal aspects in regard to the best option.

B Dashboard	E	Building Blocks				
① Reports	<	DEMAND ANALYSIS	TECHNICAL &	ENVIRONMENTAL	HR	LEGAL
ADMINISTRATION						
Projects		Description				0
		Paragraph 🗸	B I ⊘ ∷ ½Ξ	↓ ↓ ↓ ↓ ↓ ↓	\leftrightarrow \diamond	

Step 12: Under the Analytical module, in the financial module, use the dropdown to identify the Appraisal methodology either CEA or CBA and give details of the financial analysis of the best option.

Bashboard	Analytical Modules	
🕙 Reports 🛛 <	FINANCIAL ECONOMIC DISTRIBUTIONAL RISK	
ADMINISTRATION		
Projects	Appraisal Methodology CBA	2
	FNPV (UGX bin.)	0
	IRR %	0
	Financial Analysis Details	
	Paragraph \checkmark B I \mathcal{O} := $:=$ $:=$ $:=$ $:=$ $:=$ $:=$ $:=$	

Step 13: In the Economic module, use the dropdown to identify the Appraisal methodology either CEA or CBA and give details of the Economic analysis of the best option.

B Dashboard	Analytical Modules	
Reports <	FINANCIAL ECONOMIC DISTRIBUTIONAL RISK	
DMINISTRATION		
Projects	Apprasa methodology CBA	· (?
		6
	ENPV (UGX bln.)	
	ERR %	0
	- Economical Analysis Details	0
	Paragraph \checkmark B I \mathcal{O} := $\frac{1}{2}$ E 44 \boxplus \checkmark \boxdot \backsim	

Step 14: Under the Distributional module, click ADD

A	nalytical Modules						
	FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK			
	(ADD						
BACK	NEXT SAVE AND E	тіх					

Step 15: Identify the stakeholders that will be affected by the intervention. Use the drop down to identify the impact and relation to the stakeholder. Describe the details of the stakeholder. You can add as many stakeholders as possible by clicking **ADD** and remove any stakeholder by clicking **REMOVE.**

FINANCIAL	ECONOMIC	DISTRIBUTIONAL RISK	
Identity of	the Stakeholder		
Impact			· ⑦
Relation			 · ⑦
Description Paragraph	× B <i>I ∂</i>	:: :: :: :: :: :: :: :: :: :: :: :: ::::	0
⊕ ADD			

Step 16: Under the Risk module, click ADD

A	nalytical Mo	odules					
	FINANCI	AL	ECONOMIC		DISTRIBUTIONAL	RISK	
	⊕ ADD						
BACK	NEXT	SAVE AND	EXIT				

Step 17: Describe the risks that may affect the intervention in the Description section and with the help of dropdowns, identify the likelihood of occurrence and the impact. Describe the Mitigation plan of the given risk. You can add other risks by clicking ADD and remove them by clicking **REMOVE.**

Ar	nalytical Modules				
	FINANCIAL	ECONOMIC	DISTRIBUTIONAL	RISK	
	1 Description				
	Likelihood	of Occurrence			· 0
	Impact				· ⑦
	Mitigation F	Plan			0
BACK	NEXT	AND EXIT			

Step 18: **O&M** Cost depends on what you choose in the first step of the project: Project Has Operation & Maintenance Period, if maintenance is necessary and the relative toggle button is turned on, you will need to fill in operating and maintenance cost Fund name, Fund source, cost category, and cost classification using the drop downs provided. Click **NEXT** to proceed to the next step.

🤣 Summary – 🥑 Responsible Officer – 🕑 Project Background – 🕑 Introduction – 文 Pro	ect Appraisal – 🛕 O&M Cost – 👩 Result Matrix – 🛕 Additional inform
Operation & Maintenance Costs (O&M Costs, UGX)	
Fund Name	*
und sources	•
cost Category	
ost Classification	-
Y2022/23	
ACK NEXT SAVE AND EXIT	

Number of years (duration) in `O&M cost` section depends on the number of years entered when enabling `Project Has Operation & Maintenance Period` in the first step. Note that O&M period starts after the warranty period if applicable, otherwise right after project completion.

Step 19: In the Additional Information window, Select file to attach the FS Project Model (Excel) and FS report. Add any other attachments by clicking **ADD ATTACHMENT** then click the **SAVE AND EXT** button to go to the project page.

Project Additiona	I Inform	ation																(?)		
Paragraph	~	в	Ι	O	:=	1 <u>-</u> 2-		"	⊞	~	Þ	5	ð							
1																				
Mandatory at	ttachr	nents										 		 						
FS Project Model	(Excel)	*																		
SELECT FIL	E C]	Fina	ncial	and E	Econo	mic A	naly	sis.x	lsx								DELE	TE	Î
FS Report *																				
SELECT FIL)	WSE)F - F	easit	oility S	Study.	docx										DELE	TE	Î
		F																		
ADD AT IAO		88																		

Step 20: After you review information entered, click **SUBMIT**, that would send the fourth phase of the project for approval to the Department head. In the Comments window, make a comment and, if necessary, upload the file, click on the **SAVE** button.

B Dashboard	Home / Projects								
🕙 Reports 🛛 <								_	_
ADMINI STRATION							n edit	EXPORT → S	SUBMIT 🛹 TIMELINE
🖹 Projects	PROJECT CONCEPT	PROJECT	PRE- FEASIBILITY	FEASIBILITY					
	Water and Sanit	tation Developm	ent Facility						
	Comments								
								.1	
	SELECT FILE								
								SAVE	
	Project No:				00089-019-09				

Then the system will freeze the project information, not allowing any changes to be made, and only the person responsible for reviewing it will have the options of **APPROVE**, **REJECT**, and **REVISE**

Once the project has passed through all the steps of the workflow and is approved by all required parties the project will be moved to a next phase, which is Project Proposal phase.

At a Project Proposal phase there will not be any new information and all the information saved in previous phase will be moved to the Project Proposal phase. Click **SUBMIT** button to submit the final phase of the project.

B Dashboard	Home / Projects					
Reports					PDF - EXPORT	
	PROJECT	PROJECT	DDE			7 ODDANT 7. THALENCE
	CONCEPT	PROFILE	FEASIBILITY	FEASIBILITY	PROPOSAL	
	UGANDA HEA	RT INSTITUTE I	NFRASTRUCTU	RE DEVELOPI	MENT	
	Sector Name:		Health			
	Vote Code:		115			

After all the approvals, the project status will show **COMPLETED.**

3.0 Role of Department Head, Planning Head, Planning Head, Accounting Officer and Sector Head.

Step 1: To access the login page of the system by the users go to http://ibp.finance.go.ug

Step 2: Fill in the Username and password the click SIGN IN

Inte	grated Bank of Proj	jects
	Username Password SIGN IN	

Step 3: The user will have all the projects awaiting his decision in the dashboard. Click **SHOW** on the project to be reviewed and the **APPROVE**, **REJECT** and **DEFER** buttons will be displayed.

B Dashboard	Home / Dashboard							
Reports <	Projects							Projects By Phases (6)
ADMINISTRATION								
Projects	Project Nur	nber Pro	ject Title					b Project Concept
	Project No	Project Title	Submission Date	Status	Phase	Workflow Step		
	00008-023-18	Establishment of National Science and Technology Parks (NSTPs)	24-07-2019 2:47 pm	Project Submitted	Project Concept	Waiting for decision of a department head	SHOW	0 Project Profile

Step 4: APPROVE, REJECT and DEFER buttons will be displayed.

🛞 IBP	≡	C ⊠ Notifications 10 O HELP &
B Dashboard	Home / Projects	
Reports	•	
ADMINISTRATION		EXPORT V APPROVE S REJECT C DIFFER V TIMELINE
Projects	PROJECT	

i. To reject the project, click the **REJECT** button, the reason for rejecting the project must be indicated in the Input decision reason popup and attach the accompanying file if needed. Next, click the button **SAVE**.

Please note that once you reject the project you will no longer be able to put it back into the workflow. This action is non-revertible and means that the project doesn't meet the criterions and the work on planning the project should be stopped. If the project has been rejected by mistake, please contact system administrator to revert the project, but the log that this project has been rejected once will be still stored in a timeline for audit trails.

🔐 Dashboard	Hone / Projects
	👼 EXPORT 🗸 APPROVE 🖉 REJECT 🖉 DIFFER 🗡 TIMELINE
	PROJECT
	Input decision reason
	SELECT FILE
	SAVE

For the Planning Head, after clicking **REJECT** button, indicate the decision in the Input decision reason pop up and attach the PPC minutes and SWC minutes showing the decision taken. Then click **SAVE**

B Dashboard		
⑦ Reports	input decision reason	
ADMINISTRATION		
Projects		
	SELECT FILE	
	* You must submit PPC Minutes file before submitting the project.	
	SELECT FILE	
	* You must submit SWG Minutes file before submitting the project.	
	SAVE	

 ii. If the project is not suitable for approval to the next level, then you can send the project for revision by pressing the Differ button. Be sure to leave a comment in the Input decision reason popup with explanation to the responsible person and therefore informing all project participants, since all participants will receive a notification when a project status is changed.
 Next, click the button SAVE. Once the project has been sent for revision the officer responsible for the project will get the project back to him and will be able to enter changes requested into the project and re-submit it.

Cashboard	Home / Projects
	EXPORT V APPROVE REJECT C DIFFER V TIMELINE
	PROJECT
	Input decision reason
	SELECT FLE
	B SAVE

For the Planning Head, after clicking DIFFER button, indicate the decision in the Input decision reason pop up and attach the PPC minutes and SWC minutes showing the decision taken. Then click **SAVE**

iii. After successful completion of the review, click on the **APPROVE** button. Enter a comment in the Input decision reason field and press the **SAVE** button.

Hane / Projects
👼 EXPORT 🗸 APPROVE 🔕 REJECT 🕐 DIFFER 💉 TIMELINE
PROJECT
Input decision reason
SELECT FLE
SAVE

For the Planning Head, after clicking APPROVE button, indicate the decision in the Input decision reason pop up and attach the PPC minutes and SWC minutes showing the decision taken. Then click **SAVE**

DashboardReports	Input decision reason	
ADMINISTRATION		
🖻 Projects		
	SELECT FILE	
	* You must submit PPC Minutes file before submitting the project.	
	SELECT FILE	
	* You must submit SWG Minutes file before submitting the project.	
	SAVE	

After the project has been approved by the department head, Planning Head, Accounting Officer and Sector Head, the project work flow will change to waiting for DC decision in the work flow status.

After the project has been approved by the Development Committee, the project will then be moved to the next stage. The department user will be able to view the next phase Profile in his dashboard and edit. All the information from the previous stage will be moved to the next one and the previous will be frozen implying that no information can't be changed/edited after.

B Dashboard	Home / Projects			
🕙 Reports 🛛 <				
ADMINISTRATION		n edit 👼 export 📀 submit 🛹 timeline		
🔁 Projects	PROJECT PROJECT CONCEPT PROFILE			
	Youth Livelihood Programme (Y	(LP)		
	Sector Name:	Social Development		
	Vote Code:	018		
	Vote Name:	Ministry of Gender, Labour and Social Development		

Step 4: To view the project approval flow process, click **TIMELINE** button shown below.

🛞 IBP	≡			C 🖂 Notifications 🔞 🛛 HELP 🖉
B Dashboard		Home / Projects		
C Reports				
ADMINISTRATION			🖶 EXPORT 🗸 APPROVE	S REJECT C DIFFER 📈 TIMELINE
🔁 Projects		PROJECT		

Step 5: The user will be able to view who and to whom the project has been sent for revision or approval, what were the comments, attachments, and the time of sending for revision. After viewing, close the window by pressing the **CLOSE** button.

Home / Projects		FLOW OF APPROVALS	CLOSE
PROJECT		Project Concept Monday, June 10, 2019	^
CONCEPT Hoima-Kinyara-Kafu 220k Sector Name:	V Transmission Line and Associated Substations.	C Certrude Basiima has revised Username: admin Phase: Project Concept Note	
Vote Code:	017	Comments: The meeting resolved that the Sector should revise the project concept and re-submit to the Secretariat for consideration.	
Vote Name: Program Code:	Ministry of Energy and Mineral Development	Friday, June 7, 2019	
Program Name: Sub Program Name:	Energy Planning,Management & Infrastructure Devit Planning Department	Vote Energy has submitted	
Project Title: Project No:	Hoime-Kinyera-Kafu 220kV Transmission Line and Associated Substations.	Phase: Project Concept Note	

Step 6: To export the document click **EXPORT** button to download.

🛞 IBP	≡		C ⊠ Notifications 15 C HELP &
Bashboard		Home / Projects	
🕙 Reports	<		
ADMINISTRATION			EXPORT V APPROVE S REJECT C DIFFER A TIMELINE
Projects		PROJECT	

Step 7: The users can be able to view the different reports generated by the system depending on the information in the system by clicking on the Reports dropdown.

🗄 Dashboard	Home / Projects									
⊕ Reports 🗸 🗸										
⊨ Pipeline of Projects	Project Nur	mber	Project Title						+ CREATE 📼	ADD FILTER
≔ Fiscal Load	Project No	Project Title				Submission Date	Status	Phase	Workflow Step	
Evolution	00019-019-09	Support To I	Rural Water Supply and Sanital	tion.		23-05-2019 11:18 am	Deferred	Pre- feasibility	Waiting for a department user	O SHOW
≔ Projects Costs and Counts at different	00008-019-09	Rehabilitatio (phases I&II Serve Rural	on /Expansion of Bwera gravity), Shuuku- Matsyoro, and Potik Communities	flow scheme, Construction o ka Water supply and Sanitati	of Bukedea water ion Systems to	08-04-2019 11:09 am	Deferred	Project Concept	Waiting for a department user	● SHOW
stages of the Development Cycle								Rows	perpage: 10	▼ 1-2 of 2
💷 Projects Ranking										
E Projects Location										
ADMINISTRATION										
🔁 Projects										

Step 8: Click Projects to view projects status phase and workflow steps of the different projects under your responsibility.

🗄 Dashboard	Но	me / Projects						
🕙 Reports 🛛 <								
ADMINISTRATION		Project Nur	nber Project Title				+ CREATE	T ADD FILTER
🔁 Projects		Project No	Project Title	Submission Date	Status	Phase	Workflow Step	
		00019-019-09	Support To Rural Water Supply and Sanitation.	23-05-2019 11:18 am	Deferred	Pre- feasibility	Waiting for a department user	O SHOW
		00008-019-09	Rehabilitation /Expansion of Bwera gravity flow scheme, Construction of Bukedea water (phases I&II), Shuuku- Matsyoro, and Potika Water supply and Sanitation Systems to Serve Rural Communities	08-04-2019 11:09 am	Deferred	Project Concept	Waiting for a department user	SHOW SHO
						Rows	perpage: 10	▼ 1-2 of 2

4.0 Role of DC Secretariat.

Step 1: To access the login page of the system by the users use http://ibp.finance.go.ug

Step 2: Fill in the Username and password the click SIGN IN

	Integrated Bank of Projects	
A REAL PROPERTY OF THE REAL PR	Username Password SIGN IN	CRE GOPTAD MICOUNER

Logging in as Commissioner PAP, the user will have all the projects awaiting his decision in the dashboard. Click **SHOW** on the project to be reviewed. The user will have **PDF**, **EXPORT**, **ASSIGN**, **TIMELINE**.

🛞 IBP	≡		C ⊠ Notifications 25 O HELP &
B Dashboard		Home / Projects	
🖰 Reports	<		
ADMINISTRATION			PDF 🔪 👼 EXPORT 💼 ASSIGN 🛹 TIMELINE
Projects		PROJECT	

To export the document, click **EXPORT**. The document can be exported in either **PDF** format or **WORD** format.



To view the project approval flow process, click **TIMELINE** button shown below. The user will be able to view who and to whom the project has been sent for revision or approval, what were the comments, attachments, and the time of sending for revision. After viewing, close the window by pressing the **CLOSE** button.

🛞 IBP	≡		C 🖂 Notifications 🛂 🛿 HELP 🖇
B Dashboard		Home / Projects	
🕙 Reports	<		
ADMINISTRATION			PDF 🝸 🖶 Export 🔋 Assign 📈 Timeline
🔁 Projects		PROJECT	

The Commissioner PAP clicks **ASSIGN** button to assign the project to the next user for analysis.



In the Select assigned user pop up, use the dropdown to select the PAP HEAD USER to assign a given project and any instructions regarding the project. CLICK **SELECT FILE** to attach a document if any then Click **SAVE**

Dashboard	Select assigned user	
	PAP Head User1 (headuser@yahoo.com)	MELINE
Projects		
	SELECT FILE	_
	SAVE	

When the PAP HEAD user logs into the system, in dashboard he/she will be able to view the project and click ASSIGN button to assign the project to the **PAP STANDARD USER** to do analysis.



In the Select assigned user pop up, use the dropdown to select the PAP STANDARD USER to assign a given project for analysis and any instructions regarding the project. CLICK SELECT FILE to attach a document if any then Click **SAVE**

DashboardReports	Select assigned user	
ADMINISTRATION	PAP Standard User2 (userp3050@gmail.com)	MELINE
🖻 Projects		
	SELECT FILE	
	SAVE	
	roto riamo. I manour mongonou riamonty (risty	

When the PAP **STANDARD USER** logs into the system, he/she will be able to view the project in the dashboard. Click **SHOW** on the project and the user will have active **SUBMIT** button shown below.

🛞 IBP	≡		C ☑ Notifications 6 0 HELP 8
Bashboard		Home / Projects	
eports			
ADMINISTRATION			PDF ▼
🔁 Projects		PROJECT	

After clicking the **SUBMIT** button, indicate the decision in the Input decision reason pop up and attach the Project analysis and DC minutes by clicking **SELECT FILE**. Then click **SAVE**

B Dashboard	Input decision reason	
🕙 Reports		^
ADMINISTRATION		IMELINE
🖻 Projects	SELECT FILE	
	You must submit project analysis before submitting the project.	_
	SELECT FILE	
	* You must submit DC Minutes file before submitting the project.	,
		SAVE

After submission of the analysis by the **PAP STANDARD USER**, the project is forwarded to the PAP HEAD for approval. In the **PAP HEAD** dashboard, it can be able to be viewed. Click **APPROVE**, **REJECT or DIFFER** depending on the decision.

🛞 IBP	≡					C 🖂 Notificati	ons 22 ? HELP	8
Dashboard		Home / Projects						
🕙 Reports	<			_				
ADMINISTRATION			PDF 💌 🖶 EXPORT	✓ APPROVE	× REJECT	C DIFFER		
🖻 Projects		PROJECT						

In the Input decision reason pop up, indicate the reason for the decision and attach the file by clicking **SELECT FILE** then click **SAVE**

B Dashboard	
C Reports	Input decision reason
ADMINISTRATION	IMELINE
Projects	
	SAVE
	Vote Name: Financial Intelligence Authority (FIA)

After approval by the **PAP HEAD**, the project analysis is sent to the Commissioner PAP for approval. The PAP commissioner will click **APPROVE**, **REJECT or DIFFER**.



In the Input decision reason pop up, indicate the reason for the decision and attach the file by clicking **SELECT FILE** then click **SAVE**

B Dashboard		
⑦ Reports	Input decision reason	
ADMINISTRATION		IMELINE
🖻 Projects		
	SELECT FILE	
	SAVE	
	Vote Name: Financial Intelligence Authority (FIA)	

The PAP Commissioner will again click **APPROVE**, **REJECT or DIFFER**. This will depend on the decision regarding the project taken by the **DEVELOPMENT COMMITTEE**.

🛞 IBP	\equiv					C 🖂 Notificat	ions 22 ? HELP
B Dashboard		Home / Projects					
eports	<						
ADMINISTRATION			PDF 💌 🖶 EXPORT	✓ APPROVE	× REJECT	C DIFFER	
🖻 Projects		PROJECT					
		CONCEPT					

In the Input decision reason pop up, indicate the reason for the decision and attach the file by clicking **SELECT FILE** then click **SAVE**.

DashboardReports	Input decision reason	
ADMINISTRATION		IMELINE
Projects		
	SELECT FILE	
	Vote Name: Financial Intelligence Authority (FIA)	

The project then will be sent back to the department user for revision, proceed to the next stage or Reject according to the decision by DC. All the users with connection to the project will receive a notification on regarding the change of project workflow.

5.0 Notifications

Every user in IBP system has access to notifications in the upper right corner. Notifications are sent automatically by the system depending on your access level to the projects. Users will receive a notification when any change in the status of the project that they have access to has been recorded in the system. Therefore, keeping them up-to-date at all times.

The badge on the right of the Notification menu shows number of unread messaged that you have. Moreover, when you are on any page in the system and a project that you have access to has been updated, the system will display you a message indicating that you have received a new notification.



You can go to the list of your notifications and view or delete them. The list differentiates read so you never miss important status update. When viewing the notification, the system automatically marks it as read. A notification message contains all relevant and important information about the updates on a project as well as the link which you can follow to view details of the project. Also, you can click on a Delete button to delete messages to keep your inbox clean