



Project level

Having a good understanding of the automated workflow mean running an easy performance reporting in enQuire

Date: 20/12/10 Audience: All

Performance reporting involves outputs to be updated at the project level then submitted to the Activity Agreements for milestone and target reporting.



Users involved includes: Project manager (PM), Delivery Area Manager (DAM), Sub-Program Manager (SPM), Business Contract manager (BCM), Portfolio Manager (PFM), Monitoring and Evaluation Officer (MEO).

The wrap-up consist in rolling up from project to activity agreement then at the entire Portfolio level.

- 1. Project level: outputs actual and their comments, project status and their comments
- 2. Activity agreement level: Milestone achievement, status issues and comments, target outcome

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4 ARGET ACHIEVEMENTS (Number of Update

> •Note that all Milestones details are available to help entering any target comments.

•Target report: Enter your delivery amounts against the targets linked to your sub-program and any relevant comments. Also identify if any spatial information is available.

		Actuals for period	Actuals to date	Planned to	? Target Comment		? Spatial Int		
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arget objective		Number of	Number of hectares	Number of			information av the target?	formation available for he target?	
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5 yr targets	2 Approved objectives / objects (include units of measure)	3 Actual quantity achieved (ourrent reporting period)	4 Actual cumulative quantity achieved (to date)	5 Cumulative quantity to have been achieved from funding deed (to date)	6 Scheduled milestonesioutput viachtitise isurrent reporting period or carried over from the previous reporting period	7 Percentage of scheduled milestone / output / activity achieved (surrent reporting period)	6 Adhrify Reporting	9 Spatial information available for location of on ground works
Utilising traditional ecological knowledge 2008-10	4 projects implemented using and or recording indigenous traditional knowledge	0.0 (Number of Traditional Ecological Knowledge recording projects)	3.0 (Number of Traditional Ecological Knowledge recording projects)	3.0 (Number of Traditional Ecological Knowledge recording projects)			Although this centre/fire initiations are not ableved, with no additional initiations it hashest invariance process braining, due to a pervious over-ablevement we are all on itso's with the ablevement of the targeted emounts.	8patal information: NO
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