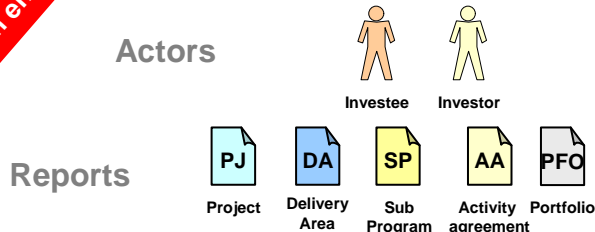


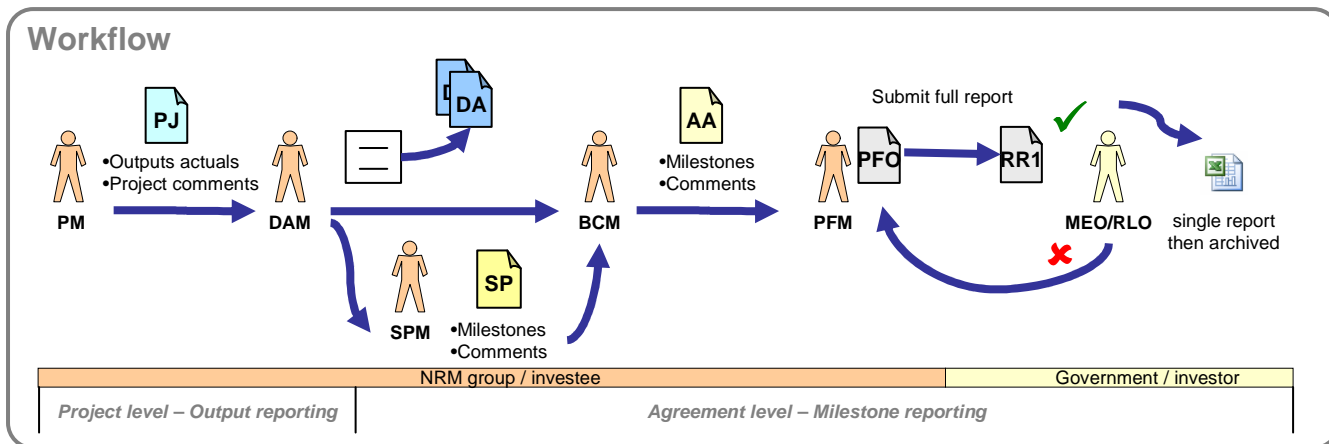
Easy reporting in enQUIRE



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.



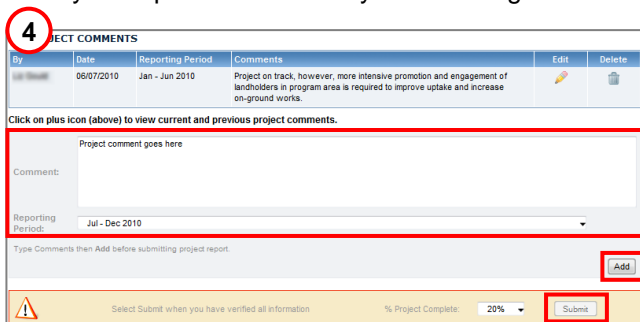
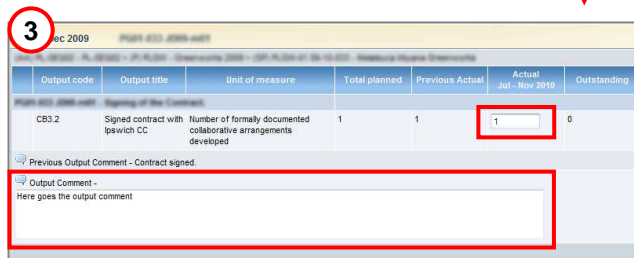
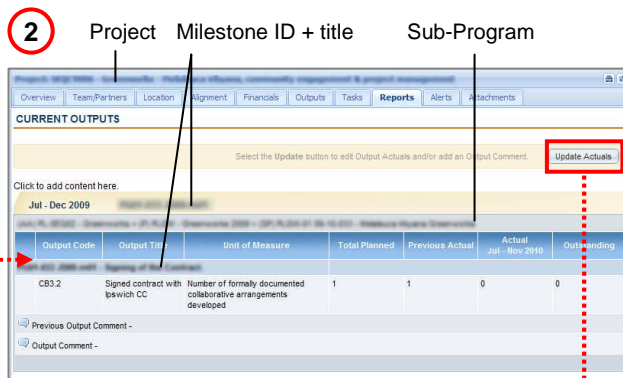
Users involved includes: Project manager (PM), Delivery Area Manager (DAM), Sub-Program Manager (SPM), Business Contract manager (BCM), Portfolio Manager (PFM), Monitoring and Evaluation Officer (MEO).

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

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



- Once the project has been created and the outputs entered go to the report tab the report to update information.
- Enter output actuals and comments then submit your report to the delivery area manager



Project level

1 Portfolio Performance Report(s)

2

3

4

5

- At the portfolio level, each agreement is displayed with its reporting statuses
- Once in the activity agreement links to the program/sub-program structure is provided with their respective reporting statuses

Activity Agreement Report(s)

5

- Milestone report: Update the milestone to make your assessment, select the status and describe your achievements, issues, Notes and comments.

3 CURRENT MILESTONES

4

5

UPDATE MILESTONE COMPLETION

5

4 TARGET ACHIEVEMENTS

5

- 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.

TARGET ACHIEVEMENTS

5

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

5

1	2	3	4	5	6	7	8	9
Targets	Approved objectives/ targets (include units of measure)	Actual quantity achieved (current reporting period)	Actual cumulative quantity achieved (to date)	Cumulative quantity to have been achieved from funding (to date)	Scheduled milestones/output/activities (current reporting period or carried over from the previous reporting period)	Percentage of scheduled milestones/output/activities achieved (current reporting period)	Activity Reporting	Spatial information enabled for location of ground works
1	4 projects implemented using and/or recording indigenous traditional knowledge 2008-10	0	0	0	10	10 %	Although this semester's milestone was not achieved, with no additional indigenous traditional knowledge projects beginning, due to previous over-achievement we are still on track with the achievement of the targeted amount.	NO
2	4 projects implemented using and/or recording indigenous traditional knowledge 2008-10	0	0	0	10	10 %	Achievements: Milestone has not been achieved and this work is being carried over. The milestone and the Dec 2011 milestone will both be completed in 2012.	NO
3	4 projects implemented using and/or recording indigenous traditional knowledge 2008-10	0	0	0	10	10 %	Issues: SEQC staff continued to work on a pilot project to project that... (text partially obscured)	NO

- The MERI Target Report is viewable at any time from the performance report tab (for CFOC agreement only).

Agreement level