Government of Malawi

Public Sector Investment Programme (PSIP)

Process Management and Appraisal Manual

for PSIP Unit

Public Investment as a Catalyst for Social and Economic Development

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1. Purpose, Users, and Structure of the Manual

1-1. Purpose and users of this Manual

The Public Sector Investment Programme (PSIP) management and appraisal manual is developed as a guide for the PSIP personnel of the Ministry responsible for PSIP in assessing the eligibility and viability of newly proposed projects for inclusion in the PSIP and managing the progress of ongoing projects at national level, which are already in the PSIP. It will also indicate how to systematically manage the process of project information collection and updating in the Database.

The PSIP is a five-year rolling plan that provides details of Government's new, ongoing, and pipeline development projects, including estimated financial resource requirements for each project. The PSIP is also a device to manage development projects at national level. The manual therefore provides standardized process, methods, and tools for appraisal and management of PSIP projects.

The main users of the manual are officers of the Ministry responsible for PSIP. The officers lead in materializing development targets in the long-term and mid-term national development plans and serve as technical advisors to the MDAs and implementing agencies on formulation and implementation of PSIP projects.

1-2. Structure of the Manual

An annual flow of PSIP Work follows this introduction in Chapter 2. Chapter 3 introduces what kind of information is required for appraisal and how they are managed. Chapter 4 explains method and tools for undertaking project appraisal on new and on-going project proposals. Chapter 5 explains the type of appraisal reports required and how to present them. The appendices following give appraisal rating matricies for new and on-going projects and report template for the ministerial meetings.

2. Annual Flow of PSIP Work

The annual flow of PSIP work is consisted of the three streams:

(i) Preparation of PSIP for the coming fiscal year, which will be applied (submitted) by MDAs, appraised by the Ministry responsible for PSIP, and approved by the Parliament, and

(ii) Management of PSIP for the current fiscal year, in other words, follow-up of progress and giving advice for smooth implementation

(iii) Maintenance of PSIP Database and templates/forms technically and by updating project information all the time

Formulation of a PSIP for a particular fiscal year involves the review of the previous PSIP, release of PSIP Circular No.1 and gathering of project proposals, and their appraisal. The efficient coordination of different project activities requires that they should all be planned according to a single consolidated schedule. This will also ensure adherence to Government's financial regulations and business calendar.

PSIP Process Calendar in a table below has three annual work flows. The left highlights the events and activities which MDAs directly work on. Note that these events and activities engaged by MDAs are integrated into the single consolidated schedule. Prepare such activities knowing their timeline and their relation with all other events and activities in the flow of PSIP Calendar schedule. The centre indicates the events and activities to be carried out by the Ministry responsible for PSIP. The right is a work flow related to PSIP Database which is associated to the work flow in the centre.

It is synchronised with budget calendar. The Calendar is critical in enforcing that activities by the various stakeholders smoothly feed into each other such that no one institution create a bottleneck in the process. The planning and budgeting roles and processes are of particular interest in this regard.

PSIP Process Calendar - Workflow and Interface between MDAs and PSIP Unit

PSIP process (for MDAs)	Month	PSIP process (for PSIP Unit)	DB work flow
	FY X		**Must complete Database & Template improvement and modification by June**
4th Quarterly Progress report (of previous FY X-1) to be submitted	*Jul*	**Receive/Check 4th Quarterly Progress report (FY X-1) - Prepare annual Progress report to feedback to PSIP review in September**	IT officers support processing the Quarterly Progress report: - Upload the 4th Quarter Progress (FY X-1/4Q) to the Database. - Process (Approve/Reject) the EXTENSION REQUEST attached in the Quarterly Progress report, amend the Project Status accordingly.
		Approved Budget FY X (approved by the Parliament in June) is finalized	
		PSIP Desk Officers colect the latest information (or changes from previous FY) of Votes, MGDSs, PBBs, Donors, Sectors, Line items and Districts which required for the master data update.	IT offices maintain the Master Data in both Tempalte and Database. - Review and renew the Template's Master Data Set such as Votes, MGDSs, PBBs, Currencies & exchange rates, Donors, Sectors, Line items and Districts. - Upload the renewed Master Data Set to the database for new fiscal year, i.e. for FY X+1 PSIP formulation. - Input vote change infomation for affected projects to Database
		PSIP Desk Officers obtain the data for Approved Budget Amount and Project Status of current FY (FY X).	IT offices support inputting the Approved Budget Amount and Project Status for FY X to the Database.
		Meeting with DAD to obtain and update donor funded projects/disbursement information	IT offices suport registering unregistered Donor funded projects.
			<u>IT officers set the Database's FY to FY X+1</u>
			IT officers generate templates and forms on the Database: - New Project Proposal Template (blank) for FY X+1 - Prefilled New Project Proposal Template (Pipeline) for FY X+1 - Prefilled Ongoing Project Proposal Templates for FY X+1 - Prefilled Quarterly Progress Report forms for current FY X - PFM-IT forms for current FY X
		PSIP document for FY X ongoing is prepared	
PSIP Circular #1 is circualted and received. MDAs are provided with New and the prefilled Ongoing Proposal Templates for FY X+1; and the prefilled PFM-IT and Quarterly Progress Report Template for current FY X.	*Aug*	**PSIP Circular #1** is issued and circulated to MDAs (PSIP Unit) This has Annual Guidelines, New and Ongoing Project Proposal Templates, Quarterly Progress Report Form and PFM-IT Form.	IT officers to arrange and prepare "Announcement of the Circular 1 and Templates & Form availability" on PSIP portal
PSIP Review meeting is organized. Planning Directors of MDAs are invited to attend. Planning Division of MDAs is communicated by PSIP Unit Desk officer to have **Orientation Workshop** and/or individual orientation/ smaller sessions to provide **Hands on Guidace** for PSIP template preparation and submission.		PSIP Unit organizes **PSIP Circular #1 & PSIP Review meeting** for Planning Directors of MDAs. MDA's PSIP Desk Officers will be gathered for **Orientation Workshop** and/or PSIP Desk officers start providing **HANDS ON GUIDANCE** on how to prepare the template and contents of proposals for individual MDA. The submission deadline is informed.	IT officers support the Review meeting and Orientation Workshop: - Setup the local server and newtork - Register new users based on the submitted user registration forms - Reflect new users information to the production server
		PSIP Unit Desk Officers keep contacting with MDAs and encorage submission of PSIP proposal templates before the deadline. Additional advice and assistance is provided.	
Submission of PSIP annual templates (both New and On-going projects to request) for Coming FY (Deadline is indicated in Circular #1)		Receive submitted **PSIP proposal templates** requesting for approval in coming FY	IT officers upload to Database what are submitted unless they have no fundamental errors. If unloadable files are found, PSIP Desk Officers in charge are supposed to respond to MDAs (sending back those errored template files)

PSIP process (for MDAs)	Month	PSIP process (for PSIP Unit)	DB work flow
Once requested by PSIP Unit, re-submit PSIP annual templates	*Sep*	Re-submission of PSIP proposal templates for those required	IT officers upload what are re-submitted to Database
		Initial Appraisal is done by PSIP desk officers	IT officers supports the usage of Initial Appraisal on Database
		Validation is conducted for selected projects (to prepare reports)	IT officers supports the usage of Site Validation Report on Database
MDAs attend **Ministerial meetings** to receive initial feedback on the proposals by PSIP Unit	*Oct - mid.Nov.*	Ministerial Meetings are organized (PSIP Unit, M&E, BD, PED). Meeting minutes are prepared.	IT officers supports the usage of Ministerial Meeting Record on Database
Submission of **the 1st Quarterly Progress report** for the projects implementing in Current FY (Note: Quarterly Progress report is subject for PSIP appraisal on proposals for coming FY and for PSIP consolidated Quarterly report)		Receive/Check **the 1st Quarterly Progress report** which is used as additional inputs for Initial /Final Appraisal - and provide feedback to MDAs -**Consolidated report for the 1st Quarterly Progress of PSIP projects** are prepared by PSIP Unit - If EXTENSION REQUEST is submitted, decide for approval and revise "project status" in PSIP Database (eg. Ending⇒Ongoing)	IT officers support uploading 1st Quarterly Progress report in DB If new status is given as EXTENSION REQUEST, amend the project status
MDAs attend **Budget Strategic Meetings** to discuss ceilings for PE, ORT, and DEV.	*Nov*	Budget Strategic Meetings are organised by BD (attended by PSIP Unit and DAD). PSIP Unit to share the discussion from PSIP Ministerial Meetings, obtain Part 1 information from DAD, and take notes from the discussions for final appraisal and development budget allocation.	
	Dec	Final Appraisal and Development Budget allocation for the coming FY X+1. by PSIP Unit	IT officers supports the usage of Final Appraisal on Database
Feedback of how the requested proposals are appraised is given by PSIP	*Jan*	PSIP Unit asks for ED&D's Management endorsement. Once it is done, the final result is feedbacked into BD, PED and individual MDA	
The 2nd Quarterly Progress report to submit (Note: Quarterly Progress report is subject for PSIP appraisal on proposals for coming FY and for PSIP consolidated Quarterly report)		Receive/Check **the 2nd Quarterly Progress report** which is used as additional inputs for Initial /Final Appraisal - and provide feedback to MDAs -**Consolidated report for the 2nd Quarterly Progress of PSIP projects** are prepared by PSIP Unit - If EXTENSION REQUEST is submitted, decide for approval and revise "project status" in PSIP Database (eg. Ending⇒Ongoing)	IT officers support uploading 2nd Quarterly Progress report in DB If new status is given as EXTENSION REQUEST, amend the project status
	Mid Jan - Mid Feb	**Mid-Year Review Budget Session (Parliament)**	
	Feb	**Revised Budget Estimates for FY X (approved by the Parliament) is finalized**	
		PSIP Desk Officers to add/revise Approved Project Status of current FY X reflecting Mid-Year Revised Budget Estimates and in DB. Meeting with DAD to obtain and update donor funded projects/disbursement information	IT officers support inputting/updating the Mid-Year Budget data on Database
		Budget Circular for FY X+1	
Budget request is prepared and submitted by MDAs	*March*	PSIP Desk Officers communicate improvement/modification proposal regarding templates, forms, and Database based on FY X+1 PSIP formulation to IT Officers	IT Officers draft a "Development Plan", draw "Detailed Designs" and submit "Change Requests" to e-Government.
MDAs attend **Budget Hearing Meetings** to defend Budget Request (PE, ORT, and DEV).	*Mar - Apr*	Budget Hearing Meetings are organised by BD (attended by PSIP Unit and DAD). PSIP Unit attends with the Development Budget allocation figures, updates Part 1 information from DAD if any.	IT Officers and e-Government develop new features/revised functoins according to the "Development Plan" and reflect them on Test Server.

PSIP process (for MDAs)	Month	PSIP process (for PSIP Unit)	DB work flow
The 3rd Quarterly Progress report to submit (Note: This Quarterly Progress report is subject for PSIP consolidated Quarterly report)	*Apr*	Receive/Check **the 3rd Quarterly Progress report** which is used as additional inputs for Initial /Final Appraisal - and provide feedback to MDAs -**Consolidated eport for the 3rd Quarterly Progress of PSIP projects** are prepared by PSIP Unit - If EXTENSION REQUEST is submitted, decide for approval and revise "project status" in PSIP Database (eg. Ending⇒Ongoing)	IT officers support uploading 3rd Quarterly Progress report in DB If new status is given as EXTENSION REQUEST, amend the project status
	Apr	Development Budget is adjusted between PSIP and BD Development Budget Cabinet Approval	IT Officers and e-Government develop according to the "Development Plan" and reflect them on Test Server.
	May	Budget document is prepared	PSIP Database: development testing and debugging on Test Server
	June	Approved Budget is prepared (finalized in July)	PSIP Database: development reflection on Production Server, testing and debugging.
	FY X+1		
4th Quarterly Progress report (of previous FY X) to be submitted	*Jul*	**Receive/Check 4th Quarterly Progress report (FY X) - Prepare annual Progress report to feedback to PSIP review in September**	IT officers support processing the Quarterly Progress report: - Upload the 4th Quarter Progress (FY X/4Q) to the Database. - Process (Approve/Reject) the EXTENSION REQUEST attached in the Quarterly Progress report, amend the Project Status accordingly.
	Jul	**Approved Budget FY X+1 (approved by the Parliament in June) is**	
	Jul	PSIP Desk Officers colect the latest information (or changes from previous FY) of Votes, MGDSs, PBBs, Donors, Sectors, Line items and Districts which required for the master data update.	IT offices maintain the Master Data in both Tempalte and Database. - Review and renew the Template's Master Data Set such as Votes, MGDSs, PBBs, Currencies & exchange rates, Donors, Sectors, Line items and Districts. - Upload the renewed Master Data Set to the database for new fiscal year, i.e. for FY X+2 PSIP formulation.
	Jul	PSIP Desk Officers obtain the data for Approved Budget Amount and Project Status of current FY (FY X+1).	IT offices support inputting the Approved Budget Amount and Project Status for FY X+1 to the Database.
	Jul	Meeting with DAD to obtain and update donor funded projects/disbursement information	IT offices suport registering unregistered Donor funded projects.
			IT officers set the Database's FY to FY X+1
			IT officers generate templates and forms on the Database: - New Project Proposal Template (blank) for FY X+2 - Prefilled New Project Proposal Template (Pipeline) for FY X+2 - Prefilled Ongoing Project Proposal Templates for FY X+2 - Prefilled Quarterly Progress Report forms for current FY X+1 - PFM-IT forms for current FY X+1
		PSIP document for FY X+1 ongoing is prepared	

3. Purposes of Appraisal and Information for Appraisal

3-1.Purposes of Proposal Appraisal

Appraisal serves first of all to confirm that projects are eligible for PSIP as development undertakings, and then assesses their feasibility within given policy environment. While a proposal may be rejected outright, the overall aim is to ensure quality of the PSIP. The assessment is made with different perspective for new and ongoing projects. For new projects the assessment focuses on their eligibility for PSIP enrolment and viability which is established by some prescribed criteria. On the other hand for ongoing projects the focus is on the state of physical and financial progress of project implementation with identification of implementation bottlenecks and possible remedies in case the progress has stalled.

In this spirit, the Ministry responsible for PSIP needs to maintain high level of contact with the submitting institutions so that a clear understanding of the project is established and all the vital information is supplied and captured in the database.

3-2. Information for Appraisal

Information for Appraisal needs to be collected in timely manner for appraisal and budget allocation for the coming fiscal year, following the PSIP Process Calendar (refer to Table 1 in previous chapter). The collection and appraisal process appear in the "Process Management Screen" of the PSIP Database which will support the Ministry responsible for PSIP to monitor submission and appraisal status and follow-up the progress. All the key information which will be used for appraisal needs to be collected using specified templates and formats which are designed to be uploadable to the PSIP Database. In other words, all the key information and appraisal results will be integrated into the PSIP Database.

3-3. Information Collection and Process

(1) Review of the previous PSIP implementation and formulation (July-August)

This review is required to ensure that the PSIP under preparation addresses implementation bottlenecks of the previous PSIP and to assess the level of investment required on specific projects. This review is comprehensive as it utilises Monitoring and Evaluation (M&E) feedback from various source including, but not limited to, quarterly reviews by implementing agencies, bi-annual reviews by central agencies, M&E division of of MEPD and donor/government joint project supervision missions.

(2) Adjustment of allocations for each project (July-August)

The Ministry responsible for PSIP has to update PSIP Database on project status and development budget allocation based on the Parliamentary Approval. The Ministry responsible for PSIP shall compare the approved list of development projects and PSIP Database in order to identify whether there is no project which did not pass through PSIP process. In case that there are projects which only appear on the approved list, The Ministry responsible for PSIP should fill in the gap in PSIP Database. This is especially so for Part 1 donor supported projects. Each Desk Officer is expected to get the minimum information of such projects such as (i) project name, (ii) duration, and whether it is eligble to PSIP, meaning that it is developmental in nature and not of recurrent.

(3) Preparation of PSIP proposal templates for the following fiscal year (July-August)

IT Officers of the Ministry responsible for PSIP shall prepare PSIP proposal templates for the following fiscal year, in time for PSIP Circular 1, which is despatched in August. In order to produce prefilled proposal templates for ongoing projects, the IT Officer shall make sure (i) all the master data (eg. votes, ministry names, MGDS key priority areas, PBB programs, region/district names, and exchange rates) for the new fiscal year are reviewed and renewed, and (ii) all the approved projects for the current fiscal year shall appear on PSIP Database (i.e. there should not be any gap between PSIP Database and the list of development projects approved by the Parliament).

(4) Requesting proposal from MDAs and orientation for proposal writing - PSIP Circular No. 1 (August)

The PSIP Circular No.1 is the mechanism through which the Ministry responsible for PSIP solicits project proposals from implementing agencies. The Circular is primarily prepared to provide the indicative ceilings and communicate the deadline for project submission for consideration in the subsequent PSIP. The efficacy of the ceiling is to prevent submission of unrealistic financial requirements. The Circular will be accompanied by the Guidelines which includes the points to be noted, proposal templates, and emphasis for the next fiacal year's development budget formation. It has to be emphasises that the submission for MDAs shall be done with priority attached and that they are also expected to submit projects for part 1 projects.

The implementing agencies are expected to make submissions of both new and ongoing projects to the Ministry responsible for PSIP which are appraised for possible inclusion in the PSIP.

As for ongoing projects, the Ministry responsible for PSIP has to produce prefilled proposal templates from PSIP Database, which should be downloadable from the Database.

The Circular can be further explained directly to MDAs at PSIP Circular No.1 Orientation, which shall be followed by PSIP Desk Officers' hands-on training visits to respective MDAs. Ideally the Desk Officers can support their counterpart at MDAs to organise an orientation at each MDAs targeting officers who fill the proposal tempaltes.

PSIP Circular 1 shall include:

- Guidelines, which shall include:
- Priority areas and focuses of PSIP formulation for that particular fiscal year
- New Project Proposal Template

- On-Going Project Proposal Template
- Compulsory documents to accompany proposal
- Project Proposal Preparation Checklist
- Appraisal Rating Matrix for New Projects
- Appraisal Rating Matrix for Ongoing Projects
- Quarterly Progres Report Form for the current fiscal year

a) Proposal Templates

The MDAs are required to submit proposals for both new and on-going projects in templates provided by the Ministry responsible for PSIP with the Circular No. 1. The template is in MS Excel format and is designed to give all the necessary information for appraisal, together with the compulsory documents to accompany it (see Box 1 below). The template will be uploaded on the PSIP Database for information sharing and further upadates of progress monitoring. Project Proposal Preparation Checklist shall be used to guide MDAs but also for Desk Officers of the Ministry responsible for PSIP to check the quality of information in the templates. Detail instruction of how to use the Database is sumamrised in PSIP Database User Manual.

b) Compulsory documents to accompany proposal templates

Compulsory and supplementary documents which should accompany proposals are as follows:

Box 1: Checklist for Compulsory Documents to accompany

"New/On-going Project Proposal Template"

Project Name			
Responsible Ministry			
Implementing Agency			
Projects	Supplementary information documents		Mark
New/On-going	• Supplementary Information Checklist ("This form")	C	

New	• Project Appraisal Report (Donors)	(C)	
New	• Project document for an ODA project (Donors)	(C)	
New	• Memorandum of Understanding for an ODA project (Donors)	(C)	
New	• Results of Environment Impact Assessment <*1>	(C)	
On-going	• Progress report (Quarterly reports required by PSIP)	C	
On-going	• Quarterly reviews by executing agencies (Agencies' own) <*2>	(C)	
On-going	• Donor and supervision missions reports <*3>	C	
On-going	• Minutes of Steering Committee Meetings		

Note: C = Compulsory for submission, (C) = Compulsory if applicable

1 Environment Impact Assessment

EIA is a one of the critical tools for appraisal of public projects in Malawi. However, it is also clear that certain projects do not necessarily need EIA, for example capacity building projects. In a case where EIA is applicable, for example mining projects, responsible institution is supposed to submit EIA report together with its project proposal.

2 Quarterly reviews by executing agencies (October, January, April and July)

Quarterly Reviews must be conducted at the end of each quarter of a financial year within each agency. These are internal reviews of progress and will also have to identify problems and the actions required to solve them. Normally this exercise will have to be coordinated by agency's planning unit. Quarterly reports in standardized required format shall be shared with the MINISTRY RESPONSIBLE FOR PSIP not later than the 15th day of the first month preceding ending quarter.

3 Donor and supervision missions reports

The executing agency will timely share all reports of donor and supervision missions with the MINISTRY RESPONSIBLE FOR PSIP. These will provide useful insights particularly with respect to disbursement issues, effectiveness of the intervention in question, and honouring of agreed contractual agreements.

c) Project Progress Report for 1st and 2nd Quarter of current fiscal year (1st Quarter Report in October and 2nd Quarter Reoprt in January)

A Quarterly Progress Report form enables MDAs to report the financial and physical progress of the project, and analyse issues and bottle necks of implementation and possible solutions. It will not only form the basis for appraisal but also inform the authority for necessary action.

(5) Funding and Expenditure Information

Project funding information is obtained from the Treasury and project expenditure information is obtained from the Accountant General Department, which is the summary from IFMIS (Eventually this information is exported from new IFMIS which will be introduced around July 2018).

The two sets of information is obtained to crosscheck the financial progress of the project which is reported through Quarterly Progress Report by MDAs.

(6) Other progress information

Ministry responsible for PSIP shall confirm whether there are reports prepared by central agencies, such as:

a) M&E reports by the Ministry responsible for PSIP

The Monitoring and Evaluation (M&E) Division in the Ministry responsible for PSIP will supply validated data on the performance of selected projects annually. The Division will ensure that it covers not less than 30% of the PSIP projects every year.

b) Bi-annual reviews by central agencies

The bi-annual reviews shall be conducted by the Ministry responsible for PSIP and the Treasury by December and July. These reviews are aimed at:

- Verifying that any implementation bottlenecks are being effectively addressed by implementing agencies.
- Identifying particular implementation problems where central agency action might be beneficial.
- Permitting inter and intra sectoral reallocation of resources at the mid-Yearly stage to ensure that Development Budget funds are optimally utilized, and
- Making available information on the progress of ongoing projects for confirmation of their reasonability and rationality under public sector investment programme, annual development report and development budget submissions for the subsequent financial year.

c) Annual development report by Ministry responsible for PSIP

With inputs from executing agencies, the Ministry responsible for PSIP shall compile the Annual Progress Report in July whose finding and recommendations will be used in the review of submissions for the next PSIP's ongoing projects at ministerial meetings in November/December. The report shall benefit from other review processes as presented in this Handbook to give a generalised picture of the performance of every single year of the PSIP and an analysis of the impact of the said performance on the economy both in the short and long term perspectives.

(7) Field verification

Field verification for PSIP appraisal can take place at two timings: after initial appraisal and before ministerial meetings, and after ministerial meetings during final appraisal. The one after initial appraisal is to confirm the progress of projects against what is written in the proposal templates, while the one after the ministerial meeting is to verify arguments put forward by the MDAs on whether to increase funds to particular projects, extend periods of projects or any other issues that needs to be verified by the Ministry responsible for PSIP. The findings from field verification can be recorded in the PSIP Database so that it can be shared in the Ministry responsible for PSIP.

(8) Ministerial meeting (October – November)

After the initial appraisal of proposal, the Development Division meeting is held to share the initial results of proposal appraisal and to identify points and issues to be discussed at the ministerial meetings. Such points could be cleared by enquiring them with the Desk Officers of MDAs or discussion at Ministerial Meetings.

Ministerial meeting is a forum where project stock taking is carried out, project information missing or unclear from proposal templates are gathered, and priorities are confirmed. The meetings provide critical input in the programming of public investment and framing of the development budget. They are organised to confirm a number of issues including priority setting, progress on on-going projects, resource mobilisation and availability, and implementation modalities. It is, therefore, expected that it is those who are familiar with the proposed projects that will be available for these meetings.

It is important that the chairperson of the meeting be briefed on the agenda and key messages and principles to be followed for submission and selection of PSIP for that particular fiscal year.

A typical agenda of ministerial meetings is as shown in the box below:

Box 2: Minsterial Meeting Agenda

AGENDA

1. Opening Prayer
2. Introduction of Participants
3. Welcoming and Opening Remarks
4. Overview of submission (i.e., the templates were not followed, not filled properly, or submission was delayed)
5. Confirmation of projects received and indicated 'within vote' priorities
6. Presentation and Discussion on Project specific issues (Project-by-project) by the Ministry responsible for PSIP
7. Summary of Resolutions and follow-up issues
8. Closing Remarks
9. Closing Prayer

3-4. Budget Adjustment (January-May)

After the budget draft is disseminated, the Ministry responsible for PSIP compares the PSIP project list with budget figures of each PSIP project on the budget document draft. The Unit verifies that all the projects in the development budget had undergone through the appraisal process as described in this manual. If there is any project that was not appraised, MEPD queries the submitting authority of the project.

A budget sitting of parliament may resolve that certain estimates of the development budget be amended. In this case the MEPD will have to reflect these amendments in the PSIP.

3-5. Review and preparation of PSIP proposal templates for the following fiscal year (March-June)

The Ministry responsible for PSIP shall review PSIP proposal templates which were used during its last formulation and confirm following points:

(1) List of votes and MDAs

(2) List of PBB programmes

(3) Any additional information items which should be included in the proposal

(4) Any information items which should be excluded from the proposal

In case of (1) and (2) above, the changes shall be handled by IT Officers of the Ministry responsible for PSIP, while (3) and (4) which affect proposal templates, database, and database tools such as template generator and template loader, shall be dealt by Applicaion Division of e-Government Department. For the latter, the Ministry responsible for PSIP shall communicate to e-Government Department with the Database Change Request Form specified by the Memorundum of Understanding (signed as of November 2016) in good time so that e-Government has enough time (preferably 2-3 months in advance, hence April) to make changes which should be ready for the forthcoming PSIP formulation.

4. Method of Appraisal

4-1. Pre-feasibility Study and Appraisal

The appraisal for a project aims at establishing the suitability and feasibility of a proposed project. This responsibility is split into two phases. The first phase, pre-feasibility study will have to be conducted by MDAs, if they would like to submit new capital intensive projects of not less than US$100 million. The feasibility study report shall include:

- Financial Analysis / Cost Benefit Analysis
- Social Impact Analysis
- Environmental Impact Analysis

It shall be a prerequisite that a summary of the findings from the study and the report shall be sumbmitted to the Cabinet Committee on Projects for approval into the development budget. The prefeasibility phase will ensure that consultations are conducted and all necessary questions on the feasibility of the project have been addressed in the design of the project.

The second phase, appraisal, will be done by the Ministry responsible for PSIP. The phase will dwell on relevance, effectiveness, efficiency, impact and sustainability aspects of the proposed project.

4-2. Two-fold appraisal

The Ministry responsible for PSIP carries out two-fold appraisal, first one is called "Initial Appraisal", while the other one is called "Final Appraisal. Initial Appraisal is conducted as soon as proposal is submitted by MDA in order to mainly confirm the eligibility to PSIP. Therefore Desk Officers of the Ministry responsible for PSIP should check whether proposal is filled with adequate and quality project information and to confirm whether it is a good candidate for PSIP, using initial appraisal rating criteria. In order to guide appraisers, the initial appraisal criteria for both new and ongong projects are set with minimum score to indicate the eligibility. It means the project proposals which cannot fulfil the minimum score could not be passed to the final appraisal as they are. On the other hand, Final Appraisal is conducted as soon as ministerial meeting with the MDA is concluded, in order to screen, prioritise, and recommend projects for budget allocation within the limited ceiling.

4-3. Apraisal of New Projects

(1) New project proposal appraisal procedure

(i) Desk Officer will evaluate projects in his or her own portfolio. Desk officer is required to obtain all the necessary information for appraisal from MDAs.

(ii) Project will be reviewed independently by one officer other than Desk Officer.

(iii) Assessments are reviewed by Chief Economists and finally by Directors and Deputy Directors

(2) Initial Appraisal criteria of new projects

The asssessment of new project proposals is conducted following an adaptation of the Development Assistance Committee (DAC) five evaluation criteria from the Organization for Economic Co-operation and Development1 (OECD) version.

The adapted five criteria intends to assess the necessity of the project, what effects the project brings to the beneficiaries in line with project goals, implementation efficiency in terms of the use of resources, possible impacts on natural, social and economic environment, and project's sustainability. Table 4 below provides the points of assessment by questions need to be addressed under each criterion.

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[1]http://www.oecd.org/document/0,3455,en_2649_34435_2086550_1_1_1_1,00.html

Box 3: The five evaluation criteria and their definitions and assessment questions

Criteria	Definitions
Relevance	The extent to which the project is in line with the priorities and policies of the target group and country. ▪ Are the Project Purpose and Overall Goal consistent with the national development strategy and policy targets? (Consistency with development policy) ▪ Is the Project Purpose appropriate in view of the needs of the target beneficiaries? (Consistency with development needs)
Effectiveness	A measure of the extent to which the project activities attain the project purpose and objectives. This assesses the issue in the internal logic of the proposed project in view of achievability. Are the project outputs appropriate to produce the project outcomes and to achieve the overall goal?
Efficiency	A measure of the outputs in relation to the inputs. Appropriateness of project inputs and their utilization is measured. ▪ Is the implementation of the stated activities appropriate to acquire the intended outputs? ▪ How justifiable are the project inputs in terms of cost and time span in relation to the project outputs?
Impact	A measure of the positive and negative changes produced by the project, directly or indirectly, intended or unintended. ▪ What and how much is the likely (social, economic, environmental) impact of the proposed project?
Sustainability	A measure whether the benefits of the project last after its completion throughout the project life span in terms of the capacity of the following aspects:. ▪ Institutional and Managerial ▪ Financial ▪ Technological

(3) Initial appraisal rating matrix for new projects

Appraisal will be conducted primarily based on (i) proposal templates which shall be uploaded to PSIP Database, and other documents described above.

The Appraisal Rating Matrix for new projects (See Appendix 1) further expands on the five evaluation criteria listed above, and reference points from proposal templates and other documents. The Matrix standardises the evaluation process and ensures objectivity in the process.

Based on the matrix provided, we should now be able to attach weights to the scoring of a project on each of the criteria. This will help in the elimination of projects which are not viable and prioritised the viable ones for incremental inclusion in the PSIP. A proposal is to be evaluated with weighted scores attached to each criterion and sub-criterion, for which rating score and its meaning is defined. This kind of scoring will also apply to the other four criteria. Appendix 1 provides the Appraisal Rating Matrix for new projects and Appendix 2 provides the Appraisal Rating Matrix for on-going projects.

The basic principle is that the appraisal should be stricter at the time of entry as new project proposals, thus appraisal criteria for new projects check more items, while on-going project appraisal criteria basically check the performance of the project with smaller number of criteria.

New project appraisal criteria set three major check points, which if not fulfilled, it is not qualified for appraisal:

- i) Whether a project is development in nature
- ii) Whether it satisfies minimum score for relevance
- iii) Whether it satisfies minimum score for effectiveness

After a new project passes i) above, among the five criteria, relevance is the most important for a new project, as all projects have to contribute to realization of the National Development Strategy and that is why it is given 8 points which is bigger than other criteria. Effectiveness comes second because adequacy of the project purpose has to be established, that is why it is included in iii) above although it is given 6 points which is the same as other remaining three criteria. For instance, for a project to pass the relevance criterion, it has to score at least 4 points out of total 8 points and at least 2 points out of total 6 points for the effectiveness criterion. As for the rest of the criteria, the total for each criterion is 6 points and for a new project to pass it has to score minimum 20 points out of total 35 points (60%). For the same reason the sequence of scoring the criteria will be in order of importance from relevance, effectiveness, efficiency, impact, and sustainability.

Among the selected proposals, the best proposal scores 35 points and the worst one scores 20. The scores can be used for comparative assessment among the successful proposals since some will not be immediately included in the PSIP due to resource constraints.

After the rating, there are still other considerations such as readiness of the project and source of project. These are not included in the rating but will affect the final recommendation status whether the project can be included to PSIP for funding (new project), to be a pipeline project (approved but cannot be funded due to resource constraint), or to be rejected (a project does not score minimum set above, or is not eligible to PSIP).

Table 2: New Project Appraisal Rating Matrix and Reference Documents

New Project Appraisal Rating Matrix and Reference Documents

Vote	The Presidency	Priority within the Vote	1 / 10	Desk Officer	<ente Shalom
Project Name	Capacity Enhancement in Public Sector Investment Programming (CEPSIP) - Phase II				
Has the project been pipeline?	<enter> No				
Total Score	21 / 35	Minimum pass Score is 20 (60%)			

1	Category		Scoring Max	Total Score	Minimum score			
1	**Project Type** If 0, do not proceed to appraise. Communicate to the ministry that it is rejected.		3	1	1			
	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
1.1		3=Development/Infrastructure, 2=Development/Hybrid, 1=Development/service, 0=Recurrent	3	<Select: 0-4> 1	<Enter>		Template A. General Information 2. Project Type	

2	Category		Scoring Max	Total Score	Minimum score			
	Relevance If relevance is 3 or less the project is rejected and don't proceed to other appraisal processes		8	3	4			
	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
2.1	National level (e.g. National Development Plan and its Key Priority Area:KPA)	4=Addresses KPA, 2= National Development Plan but not KPA, 0=Not clear or Not aligned	4	<Select: 0-4> 3	<Enter>		Template A. General Information 5. Alignment to National Development Plan B. Project Outline 1. Background 2. Project Rationale	The Appraiser should check not only A General Information column but also examine whether indeed the project is aligned to National Development Plan and its KPA from B. Project outline as well.
2.2	Sectoral Level	1=Project implements sector strategy, 0= project does not implement sector strategy	1	<Select: 0 or 1> 1	<Enter>		Template B. Project Outline 1. Background 2. Project Rationale Documents Sector Plan and/or Ministry Strategic Plan	Currently DB indicates Sector Code. So alignment to the sector strategy has to be explained separately under B.
2.3	Needs Level	3=Need is critical, 2=need is sufficient, 1=need for a project is weak, 0= no clear need is being addressed or no data on project needs	3	<Select: 0-3> 2	<Enter>		Template B. Project Outline 1. Background 2. Project Rationale	Whether the project is addressing the real need or not? Projects which did not address critical need: eg.) Post Gender Empowerment Project, Hostels for Elderly People Project. The Appraiser should indicate how he judged the mark.

3	Category		Scoring Max	Total Score	Minimum score			
	Effectiveness **If score is below 2, the project is poorly designed and should be referred back for refinement**		6	5	2			
	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
3.1	**Activity to Output (Logical flow)**	How likely is it that stated outputs will be generated from stated project activities and stated inputs? 2=Very likely, 1= Likely, 0= Unlikely	2	<Select: 0-2> 1	<Enter>		**Template** B. Project Outline 3. Project c. Outputs/Results e. Activities **Documets** Logframe of the Project	
3.2	**Outputs to Outcome (Logical flow)**	Are stated outputs to guarantee realisation the project outcome(s) in terms of quantity and quality? 2=Very likely, 1= Likely, 0= Unlikely	2	<Select: 0-2> 2	<Enter>		Template B. Project Outline 3. Project Logical Framework c. Outputs & b. Project Purpose **Documets** Logframe of the Project	Project purpose=Outcome
3.3	**Adequacy and clarity of indicators**	How are the given indicators?, 2=Very SMART 1= SMART 0= Non-SMART	2	<Select: 0-2> 2	<Enter>		Template H. Monitoring and Evaluation 2. Monitoring Indicators b. Outouts -Indicators	Here we would like to see output indicators.

4	Category		Scoring Max	Total Score	Minimum score			
	Efficiency		6	3				
	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
4.1	**Input/output ratio (value for money)**	2= satisfactorily efficient, 1= moderately efficient, 0= inefficient ***Standardised unit cost of investments should be confirmed and prepared for appraisal.**	2	<Select: 0-2> 1	<Enter>		Template B. Project Outline 5. Social Economic and Environmental Analysis e. Cost-Benefit Analysis Results H. Monitoring and Evaluation E. Activity/Item Costing Matrix F. Financing 1. Fianancial Outlay for Project Period **Documents** Unit cost information from line ministries PSIP Project Costng Sheet	
4.2	**Institutional capacity**	2= demonstrated institutional capacity to implement the project; 1= Limited) institutional capacity, 0= No capacity to handle the project	2	<Select: 0-2> 1	<Enter>		Template B. Project Outline 7. Instituitonal Framework **Documents** Ministerial Meeting Minutes	The institutional capacity and institutional structure to implement the project has to be demonstrated. Whether they rely on "consultants" or not.
4.3	**Time efficiency**	2= It is very clear that outputs are generated within reasonable time or earlier, 1= Outputs may be generated within reasonable time, 0= Outputs are generated beyond reasonable time	2	<Select: 0-2> 1	<Enter>		Template A. General Information 12. Planned Period of Implementation B. Project Outline c. Outputs d. Activities C. Monitoring and Evaluation 2. Monitoring Indicators b. Outputs -Indicators	

5	Category	Scoring Max	Total Score	Minimum score		
	Impacts	6	3			

	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks	Reference points in the template and other reference documents	Further Explanation
5.1	**Likelihood of achieving overall objective (of the project, in reference to sector overall objective)**	Would this project contribute to the stated impact? 2=Very likely, 1=Likely, 0= Unlikely. Please state your reasoning or assumptions.	2	<Select: 0-2> 1	<Enter>	Template A. General Information 12. Planned Period of Implementation B. Project Outline 3. Project Overall Goal/Impact 3. Project Logical Framework a. Project Purpose c. Outputs d. Activities 5. Social and Economic and Environmental Analysis a. Impact on other Government projects and activities C. Monitoring and Evaluuation 2. Monitoring Indicators Documents Sector Plan and/or Ministry Strategic Plan	
5.2	**Social Economic impact**	2=Positive impact, 1= No impact, 0= Negative impact	2	<S[illegible]-2> 1		Template B. Project Outline 5. Social Economic and Environment Analysis b. Impact on business sector c. Impact on community	
5.3	**Environment**	2=Positive impact, 1=No impact on environment 0= Negatively impacts the environment	2	<Select: 0-2> 1	<Enter>	Template B. Project Outline 5. Social Economic and Environment Analysis d. Impact on the environment (EIA results) **Documents** Environmental Impact Assessment Report	

6	Category	Scoring Max	Total Score	Minimum score		
	Sustainability	6	6			

	Appraisal Criterion	Notes for Criterion	Scoring frame	Score	Remarks	Reference points in the template and other reference documents	Further Explanation
6.1	**Financial sustainability**	Post project O&M is 3=demonstrated 1=questionable 0=not possible, not sustainable (for both infrastructural and non-infrastructural project)	3	<Select: 0-3> 2	<Enter>	Template B. Project Outline 6. Sustainability	
6.2	**Institutional and Management**	2= Demonstrated continued institutional ability 1=questionnable (limited), Institutional set-up and/or capacity is limited for enjoyment of benefits beyond project lifespan 0=not possible / not sustainable	2	<Select: 0-2> 2		Template B. Project Outline 6. Sustainability 7. Institutional Framework	
6.3	**Acceptability**	Remove score2 1= less likely to face problems, 0=more likely to face problems, in terms of whether project deliverables will remain socially acceptable and supportable.	1	<Select: 0 or 1> 2	<Enter>	Template B. Project Outline 5. Social, Economic and Environmental Analysis c. Impact on community (poverty and social impact)	

7	TOTAL MAXIMUM SCORE	Scoring Max	Total Score	Minimum score			
	Minimum pass Score is 20 (60%)	35	21	20			
8	Other considerations						
	Appraisal Criterion	Notes for Criterion	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
8.1	Readiness of the project	In case of projects which were outside PSIP, when they are included to the PSIP >> e.g Has the project commenced, are designs available, land acquisition, procurement	<Enter>	<Enter>		Template A. General Information 2. Readiness of Project	
8.2	Source of Project	1=Presidential or Cabinet Pronouncement or Directives 2=International requirement	<Select: 1 or 2>	<Enter>		Template A. General Information 2. Project origin	
9	Recommendations		Remarks				
9.1	<Enter: Recommendation (continue, pend, terminate, ending) and <Enter: Recommendation (continue, pend, terminate, ending) and contributing factors for that decision>						

As for cost benefit financial and economic analysis which can be considered under the efficiency, it can be applied conditionally as described in the box below:

Box 4 : Cost Benefit Financial and Economic Analyses

Cost-benefit financial and economic analyses are conditionally applicable for projects that fulfil the following conditions respectively.

(Financial Analysis)

- Only applicable for income-generating projects which self-finance their operation & maintenance from the earning.
- Project life span is possible to be rationally estimated.

(Economic Analysis)

- Economic benefits are possible to be reasonably specified.
- Items of economic benefits are possible to be quantified and expressed in monetary terms.
- Project life span is possible to be rationally estimated.
- Economic or shadow prices of cost items are possible to be rationally estimated.

Where feasibility study reports which include a cost-benefit analysis have been submitted by the implementing agencies, the Ministry responsible for PSIP checks the above conditions to ensure the applicability of the financial and/or economic analyses first. If the applicability has been confirmed, the following points are checked:

- ✓ Whether the quantitative and monetary figures are reasonably attached to both cost and benefit items
- ✓ Other factors such as "project life," "conversion factors to economic value or shadow prices," "discount rate (for Net Present Value method)," "O&M cost," and so forth.
- ✓ Project feasibility is judged to confirm the following results according to the analysis methods taken respectively.
- ✓ (Net Present Value <NPV> Method)
  - Net Present Value is sufficiently positive.
- ✓ (Internal Rate of Return <IRR> Method)
  - IRR is higher than prevailing market interest rate (for financial analysis) or an appropriate social discount rate estimated taking account of the interest of the national bond or other relevant financial indicators.

A guide for cost-benefit analayasis is included in Attachment 4. As for Cost-Benefit Analysis Model for Office Building Construction Projects to Replace Rentals, which is seen in many building projects is included in Appendix 5.

After gaining additional information from site validation and ministerial meetings, initial appraisal rating should be revised using the same criteria and matrix, before embarking on final apperaisal.

(4) Points to be clarified by Site Validation

The points to be confimed by site validation for new projects are mainly readiness for implementation such as follows:

- Verify what is written on the feasibility study
- Land secured
- Compensation paid

(5) Points to be clarified at Ministerial Meetings

The main agenda of the ministerial meetings is the discussion on the results of the initial appraisal and recommendation made by the Ministry responsible for PSIP. It also discusses allocations and plans of operation. Its objective and expected outputs are as tabulated in the Box below.

Box 5: Objectives and Expected Outputs of Ministerial Meetings

Objectives	➢ Discuss the implementing agencies roles in achieving the MGDS targets, along with the direction of the utilisation of the PSIP as the means ➢ Discuss the submission results, along with the provision of updated project information ➢ Discuss the project appraisal results for new projects. ➢ Adjust the PSIP amount in relation to the PSIP ceiling
Expected Outputs	➢ The revised PSIP list as agreed with the MDAs ➢ Minutes of the meeting, including agreement on the follow-up requirements for both the Ministrty responsible for PSIP and the MDAs

Although the output of the ministerial meeting includes the PSIP list, this does not mean that the sole objective of the meeting itself is to tamper with the figures. The ultimate objective is to exchange views on development through the PSIP and for the implementing agencies to get the chance to express their development intentions. The key role for the EP&D is to listen carefully to their thoughts and try to interpret their intentions within the PSIP framework and ceiling.

Possible points and issues to be discussed at ministerial meetings regarding new projects are as follows:

(i) Supplementary information

(ii) Change of situation (eg. new commitment of resources by development partners, delays of disbursement by development partners)

The detailed budget outlook 2 summary table in the database shows the gap between the PSIP indicative ceiling and the requested budget amount of each ministry. If the positive gap is huge, the following countermeasures should be discussed in the meeting.

- Giving up or postponing new projects to secure budget for ongoing projects;
- Reducing cost of the new projects;
- Postponing some ongoing projects' activities.

It is advised that the third countermeasure should not be taken unless informed by a study that recommends scaling down or phasing out the project prematurely. Once a project is commenced, it should be completed as planned and its output and outcome should be realized promptly. If ongoing projects are postponed, their expected results will not be realized, and negative effects on realization of the MGDS will occur.

The Development Division and the implementing agencies look at the ministries' budget figures for not only the next fiscal year but also the following years by checking the budget outlook of each ministry.

(6) Final Appraisal rating matrix for new projects

a) Critical information

Extract critical information from proposals and discussion at ministerial meetings. Examples of critical information is as follows:

i) Minimum requirement to be allocated to this project (minimum meaningful budget)
ii) Contractor is on site
iii) Political directive
iv) International obligation e.g. a boundary project.
v) Part II is a donor requirement (specify %)

b) Prioritise projects for budget allocation as follows:

a) Priority by vote: Projects for all the MDAs who did not prioritise should be regarded as low.
b) Compliance to PSIP Guidelines (Full/complete data in database): This is to recognise MDAs that are compliant to PSIP guidelines.
c) Donor confirmed
d) Readiness implementation confirmed
e) Strategic importance: if project objective is in line with national policies.
f) The total of a) to e) above should determine the priority ranking of 1=highest to 4=lowest

c) Based on the priority set by the procedure of (ii), revisit the project status

The proposed status of project by MDAs (new, pipeline, or ongoing) should be reviewed and be given a new status after the above procedure of (ii) based on the additional information gathered through ministerial meetings and other means separate from proposal template based on which initial appraisal was conducted.

Project status at the time of proposal. The revised status shall be given as follows: if the project is applied as ongoing, the new status should be ongoing, pending, terminated and ending; if applied as new, the new status should be made new, pipeline, or rejected. After this revision, only the projects which are labelled as ongoing and new should qualify for budget allocation.

d) Budget allocation

At this time, a ceiling for development budget may not be known, so some cases can be set. Following is an example of having four cases:

A. Pessimistic case: Allocation in the pessimistic case will make a total of MK 35 billion. The figure was reached by referring to 2015/16 approved development budget which was MK 45 billion.

B. Midway Scenario: MK 60 billion

C. Optimistic case: MK 85 billion

D. Most Optimistic: in this case all included projects will be allocated.

According to the priority set by the procedure of (ii) , budget can be allocated as follows:

if priority is 1, budget is allocated for all the cases of A to D,

if priority is 2, budget is allocated for the cases of B to D,

if priority is 3, budget is allocated for the cases of C and D,

if priority is 4, budget is allocated for the cases of D only.

4-4. Appraisal of On-going Projects

(1) On-going project proposal appraisal procedure

(i) Desk Officer will evaluate on-going projects

(ii) Assessments are reviewed by Chief Economists

(iii) Assessment are finalised by Directors and Deputy Directors

(2) On-going project quarterly progress monitoring

Ongoing projects will have submission of quarterly progress report from MDAs. These reports shall be analysed from the following viewpoints and summary of these shall be referred during the annual appraisal.

Box 6: Assessing physical and financial progress of each ongoing project

◇ Physical progress
✓ Have the activities been carried out according to the plan? ✓ Have the outputs been produced according to the plan? ✓ Are the activities still development in nature? ✓ Are the monitoring indicators of "B. Performance Status" being achieved against the milestones?

- ✓ In case the progress is stuck, have the bottlenecks been clarified with their possible remedies?
- ✓ How is the prospect in the remaining implementation period? Will the expected project outputs be produced vis-à-vis scheduled period and cost?
- ✓ If the outcomes are expected to be generated during the project implementation, how has the performance been? (eg. service projects and physical investment or infrastructure development projects which comprise a number of small-scale independent sub-projects)

◇ **Financial progress**

- ✓ Is the project funded according to the plan? If not, is the delay of disbursement affecting the physical progress negatively?
- ✓ Has the financial outlay been accurately adjusted, if necessary, according to the current implementation status?

(3) On-going project annual appraisal and initial appraisal rating matrix

The rating matrix (See Appendix 2) is desgined to summarise the points above. Firstly it asks for checking the continued project relevance by focusing on externalities. Only when the answer is yes on the relevance and it is confirmed that the project is still of development in nature, it will procede to the further assessment of project performance. The performance is analysed for (i) funding, (ii) expenditure, (iii) achievements against annual targets, (iv) cumulative achievements against endline targets, (v) institutional capacity, and (vi) compliance with social and environmental safeguards. These will be scored at minimum 6 points and maximum 15 points.

After this scoring, other considerations shall be made on (i) readiness of the project, (ii) sustainability measure put in place, and (iii) implementation bottlenecks.

In conclusion, overall project assessment shall be made:

- ✓ For the projects with unfavourable implementation performance, analyse the identified hindering bottlenecks and possible remedies, and discuss the issues with the executing agency concerned.

- ✓ In view of the financial & corresponding physical progress and the analysed result of implementation bottlenecks with possible remedies, should the project be funded according to the request (or the figure has to be revised) or should it be pended or terminated.
- ✓ After gaining additional information from site validation and ministerial meetings, initial appraisal rating should be revised using the same criteria and matrix, before embarking on final apperaisal.

Table 3: Ongoing Project Appraisal Rating Matrix and Reference Documents

Ongoing Project Appraisal Rating Matrix and Reference Documents

Vote	The Presidency	Priority within the Vote		1 / 10	Desk Officer	<ente Shalom
Project Name	Capacity Enhancement in Public Sector Investment Programming (CEPSIP) - Phase II					
Has the project been pipeline?	<enter> No					
Total Score	10	/ 15	Minimum Acceptable Score is 6			

				Scoring Max	Total Score	Minimum score			
1	Continued Project Relevance			Yes	Yes	Yes			
	Appraisal Criterion	Notes for Criterion		Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
1.1	Externalities (Needs)	Is the project still relevant as a result of other emerging issues. YES or NO	Yes, No		Yes	<Enter>		Documents Quarterly Progress Report Project Monitoring Report	*The change of situation: Is the project still needed or not?* · *Eg.) Indonesia case of oil shed ownership moved to the island which became independent from Indonesia* · *Political priority: Eg.) Malawi: Shire-Zambezi Waterway Project*

	Category			Scoring Max	Total Score	Minimum score			
2	Project Type			3	3				
	Appraisal Criterion	Notes for Criterion		Scoring frame	Score	Remarks		Reference points in the template and other reference documents	Further Explanation
2.1	National level (e.g. National Development Plan and its Key Priority Area:KPA)	If 0, do not proceed.	3=Development/Infrastructure, 2=Development/Hybrid, 1=Development/service; 0=Recurrent	3	<Select: 0-4> 3	<Enter>		**Template** A. General Information 2. Project type **Documents** Quarterly Progress Reports	Desk officer is expected to also check project activities, outputs generated, and an activity costing matrix to verify this.

3	Category			Scoring Max	Total Score	Minimum score			
	Project Performance		*Previous FY means at the time of appraisal, previous FY and Q1 of current FY*	12	10				
	Appraisal Criterion	**Notes for Criterion**		**Scoring frame**	**Score**	**Remarks**		**Reference points in the template and other reference documents**	**Further Explanation**
3.1	Absorption/utilization of previous FY's funding (a) **<Funding utilisation>** ***Expenditure (Spent) / Funding (Disbursement)***		4= Utilised 95% -86% 3= Utilised 85% - 2= Utilised 50%- 1= Utilised 0-49%	4	3			**Template** E: Activity/Item Costing Matrix **Documents** Quarterly Progress Report Minutes of Quarterly Meeting with Budget Division	For: FY2017-18PSIP 1year=July 2015-June 2016 1Q =July 2016-Sep 2016
3.2	Resource/results (outputs and outcomes if any) ratio (based on previous one year) **Achievements against annual targets**		3=Achieved more than the target, 2=Achieved the target, 1=Achieved below target, 0=No achievement	3	2			**Template** D. FY**/** Project Performance 1. FY**/** Financial/ Output Performance "Annual Achievementsr" E. Activity/Item Costing matrix **Documents** Quarterly Progress Report	• ***Funding vs. Results, if funding is 10% and results 10%, we will not penalise the Project.***
3.3	Time efficiency (based on entire history of project implementation) **Cumulative achievements against endline targets vs the remaining time**		2= Likely to be completed within the planned project life, 1= Will be completed with a minor extension (No more than 12 months), 0= Will be completed with a major extension (more than 12 months)	2	2			**Template** A. General Information 13. Project Implementation Period D. FY**/** Project Performance 1. FY**/** Financial/ Output Performance "Annual Achievementsr" **Documents** Quarterly Monitoring Reports Minutes of Steering Meeting	• ***"The Planned Project Life" = Revised Project Implementation Period (approved)***
3.4	Institutional capacity		2= demonstrated institutional capacity to implement the project, 1= Limited institutional capacity, 0= No capacity to handle the project	2	2			**Documents** Implementation Framework Project M&E Framework Quarterly Monitoring Reports Minutes of Steering Meetings, if any	
3.5	Compliance with social and environmental safeguards		1= No known hiccups as a result of social and environmental concerns, 0= project delayed or stopped as a result of social and environmental concerns raised by stakeholders or interest groups	1	1			**Documents** Quarterly Monitoring Reports Minutes of site meetings Minutes of Steering Meetings	

4	TOTAL MAXIMUM SCORE		Scoring Max	Total Score	Minimum score
	Minimum Acceptable Score is 6		15	13	

5	Other considerations					
	Appraisal Criterion	**Notes for Criterion**	**Score**	**Remarks**	**Reference points in the template and other reference documents**	**Further Explanation**
5.1	**Readiness of the project**	-Whether preparatory works have been concluded - Whether we have contractual obligations			**Template** A. General Information 2. Readiness of Project	• ***This is already included in the New Project Proposal Template.*** • ***We should ask line ministries to update this column in the on-going project proposals***
5.2	**Contractual obligations and arrears**	- Whether there are arrears?				
5.3	**Sustainability measure put into place?**	-Do you consider the sustainability of project results an issue? Explain.			**Documents** Quarterly Monitoring Reports Minutes of Steering Meetings	
5.4	**Implementation Bottlenecks**	- List factors negatively affecting the performance of project and their gravity			**Template** C. Monitoring and Evaluation 3. Factors and issues (Annual	
5.5	Absorption/utilization of previous FY's budget provision (b) **<Budget utilisation>** ***Funding (Disbursement) /Approved Budget (Budget Allocation)***	2= funded 75% of approved budget or over, 1=funded between 35% and 74% of approved budget, 0= funded 34% or less of approved budget			**Template** E. Activity/Item Costing matrix **Documents** Quarterly Progress Report Minutes of Quarterly Meeting with Budget Division	There are (i) treasury factor and (ii) MDA factor (for not complying monthly cash reporting requirements) for non-funding

	Recommendations	Remarks
6	<Enter: Recommendation (continue, pend, terminate, ending) and contributing factors for that <Enter: Recommendation (continue, pend, terminate, ending) and contributing factors for that decision>	

(4) Points to be clarified by Site Validation

The points to be confimed by site validation for ongoing projects are mainly physical progress such as follows:

- Whether a contractor is on site
- Bottleneck and issues reported on the 1st quarter progress reoprt
- Any contractual issues

(5) Points to be clarified at Ministerial Meetings

Regarding on-going projects, the possible points to be clarified at ministerial meetings are as follows:

(i) Latest situation of physical and financial progress

(ii) Latest situation of implementation bottleneckes and any actions taken against them

(iii) Prioritization of ongoing projects with respect to the ceiling is discussed.

The detailed budget outlook 2 summary table in the database shows the gap between the PSIP indicative ceiling and the requested budget amount of each ministry. If the positive gap is huge, the following countermeasures should be discussed in the meeting.

- Giving up or postponing new projects to secure budget for ongoing projects;
- Reducing cost of the new projects;
- Postponing some ongoing projects' activities.

It is advised that the third countermeasure should not be taken unless informed by a study that recommends scaling down or phasing out the project prematurely. Once a project is commenced, it should be completed as planned and its output and outcome should be realized promptly. If ongoing projects are postponed, their expected results will not be realized, and negative effects on realization of the MGDS will occur.

The Development Division and the implementing agencies look at the ministries' budget figures for not only the next fiscal year but also the following years by checking the budget outlook of each ministry.

(6) Final Appraisal rating matrix for ongoing projects

a) Critical information

Extract critical information from proposals and discussion at ministerial meetings. Examples of critical information is as follows:

(i) Minimum requirement to be allocated to this project (minimum meaningful budget)

(ii) Contractor is on site

(iii) Political directive

(iv) International obligation e.g. a boundary project.

(v) Agreed to bring project to the completion with an amount XXX (can also indicate progress %)

(vi) Part II is a donor requirement (specify %)

(vii) The project has never been funded

(viii) Project stopped due to XXX reasons e.g. Cash gate

b) Prioritise projects for budget allocation as follows:

(i) Priority by vote: Projects for all the MDAs who did not prioritise should be regarded as low.

(ii) Compliance to PSIP Guidelines (Q1/Q2 reports): This is to recognise MDAs that are compliant to PSIP guidelines. Quarterly reports should prepare for all ongoing projects even those not receiving funds.

(iii) Contractor on site.

(iv) Projects on track.

(v) Strategic importance: if project objective is in line with national policies.

(vi) The total of i) to v) above should determine the priority ranking of 1=highest to 4=lowest

c) Based on the priority set by the procedure of (ii), revisit the project status

The proposed status of project by MDAs (new, pipeline, or ongoing) should be reviewed and be given a new status after the above procedure of (ii) based on the additional information gathered through ministerial meetings and other means separate from proposal template based on which initial appraisal was conducted. Project status at the time of proposal. The revised status shall be given as follows: if the project is applied as ongoing, the new status should be ongoing, pending, terminated and ending; if applied as new, the new status should be made new, pipeline, or rejected. After this revision, only the projects which are labelled as ongoing and new should qualify for budget allocation.

d) Budget allocation

At this time, a ceiling for development budget may not be known, so some cases can be set. Following is an example of having four cases:

A. Pessimistic case: Allocation in the pessimistic case will make a total of MK 35 billion. The figure was reached by referring to 2015/16 approved development budget which was MK 45 billion.
B. Midway Scenario: MK 60 billion
C. Optimistic case: MK 85 billion
D. Most Optimistic: in this case all included projects will be allocated.

According to the priority set by the procedure of (ii) , budget can be allocated as follows:

if priority is 1, budget is allocated for all the cases of A to D,

if priority is 2, budget is allocated for the cases of B to D,

if priority is 3, budget is allocated for the cases of C and D,

if priority is 4, budget is allocated for the cases of D only.

5. Appraisal Reports and PSIP Database

This chapter presents standard appraisal reports by appraisers and the Ministry responsible for PSIP that will inform decision at different levels of authorization. Again the reports are part of the appraisal support function of the PSIP Database.

5.1 Project Appraisal Matrix

The Project Appraisal Matrix is a project-specific report containing appraiser's judgment on the eligibility, appropriateness and suitability of a project whether newly proposed or on-going.

This report is generated by PSIP officers, based on data as recorded and submitted by MDAs through the project document and any other supporting document as outlined in the submission requirement. The report helps not only in the determination of eligibility, appropriateness and suitability of the project but also useful in ranking a project against another, hence in the production of a priority list of projects.

There are separate matrices for new and ongoing project initial appraisal. Appendix 1 and 2 present format and content of these reports. The rating for final appraisal is as explained in the previous chapter. Both initial and final appraisal matrices are integrated in the PSIP Database so the report can be produced by typing scores in the Database.

5.2 Proceedings of Ministerial Meetings Report

The appraisal results as summarized by the appraisal note will be validated through ministerial meetings. These meetings are an opportunity to get finer details and gain a deeper appreciation of the proposed projects. At this stage some appraisal decisions are revised. This report records key messages and actions proposed for refinement of the proposal. It further outlines the agreements reached on how the portfolio is likely to emerge and matters that need further action and follow-up. Minutes writing function is integrated in the PSIP Database, and tied to each project, so that when one conducts appraisal, he/she can refer to it. The report can also be produced from the

Database.

5.3 Final Appraisal Results and Budget Allocation Matrix

Initial and final appraisal results and budget allocation matrix is downloadable in Excel file from PSIPDatabase, which can be processed for further revision and be used for documentation for approval by cabinet.

Appendix 1: List of Documents to be prepared / to be used for PSIP Work (all files saved in CD)

PSIP Work **(Timing)**	No.	Title of Document / Template / Format
1. Confirmation of Approved Budget (Part 1&2) and Project Status **(July)**	(1)	List of Development Project with Approved Budget (to be obtained from Budget Division)
	(2)	Project Status and Approved Budget 【PSIP Database】
2. Pre-Circular 1 meeting (Strategising for the next PSIP cycle)	(1)	Programme
	(2)	Agenda
	(3)	Calendar for FY XX/XX PSIP Formulation
3. PSIP Circular 1 **(1 August)**	(1)	Circular 1 Main Body
	Attacment to Circular 1 <(2) below>	
	(2)	PSIP Annual Guidelines Main Body
	Attachments to PSIP Annual Guidelines <(3) to (13) below>	
	(3)	New Project Proposal Template【PSIP Database】
	(4)	Ongoing Project Proposal Template【PSIP Database】
	(5)	List of ending projects
	(6)	List of completed projects
	(7)	PSIP Project Proposal Preparation Checklist
	(8)	PSIP New Project Initial Appraisal Rating Matrix 【PSIP Database】
	(9)	PSIP Ongoing Project Initial Appraisal Rating Matrix 【PSIP Database】
	(10)	Quarterly Progress Report Format with Request for Extension 【PSIP Database】

PSIP Work **(Timing)**	No.	Title of Document / Template / Format
	(11)	Project Financial Management Information Tool (PFM-IT) 【PSIP Database】
	(12)	Submission Checklist
	(13)	List of PSIP Desk Officers
4. PSIP Seminar **(August)**	(1)	PSIP Seminar Programme
	(2)	Budget Execution Review of the previous fiscal year
	(3)	PSIP Formulation Process Review for the current fiscal year
		PSIP Circular No.1 set <refer to 3.above>
5. PSIP Orientation and Hands On Guidance **(August)**	(1)	PSIP Orientation Programme
		➢ Same handouts for PSIP Seminar. ➢ Powerpoint could be produced from PSIP Circular 1, Guidelines, and PSIP Preparation Handbook. *Note: PSIP Circular No.1, Annual Guidelines, and Templates and Formats should be downloadable from the PSIP Database.*
6. Initial Appraisal **(September)**		New Project Proposal Template <3. (3)> Ongoing Project Proposal Template <3.(4)> Quarterly Progress Report <3.(10)> Other documents specified on Submission Checklist <3. (12)>
	(1)	Cost-Benefit Analysis (Analysis on Net-Cash Flow throughout the Project Life Span) of a Project
	(2)	Cost-Benefit Analysis Model for Office Building Construction Projects to Replace Rentals
	(3)	Cost Benefit Analysis Lecture Notes (Prof. Sugimoto)
7. Site Validation	(1)	Site Validation Team & Schedule

PSIP Work **(Timing)**	No.	Title of Document / Template / Format
(September, etc.)	(2)	TORs for Monitoring
	(3)	Project Summary 【PSIP Database】
	(4)	Site Validation Log 【PSIP Database】 **Input after coming back from site validation*
8. Ministerial Meetting **(Oct)**	(1)	Ministerial Meeting Letter and Schedule
	(2)	Ministerial Meeting Agenda
	(3)	Talking Points for the Chair
	(4)	List of Project Uploaded and Submission Status
	(5)	Project Summary (including Approved Budget for the current FY) 【PSIP Database】
	(6)	1st Quarter Funding Information (to be obtained from Budget Division)
		Project Status and Approved Budget【PSIP Database】<1. (2)>
	(7)	Ministerial Meeting Minutes 【PSIP Database】
9. Budget Strategic Meeting **(Nov)**		➢ PSIP Desk Officers can bring Documents 9. above with him/her when attend the meeting for reference. ➢ The notes from this meeting can be recorded in "the Ministerial Meeting Minutes 【PSIP Database】" <8. (7)>
10. Final Appraisal **(Dec.)**		1st Quarter Project Progress Report 【PSIP Database】 * filled version of 3.(10).
	(1)	1st Quarter IFMIS Expenditure Report (to be obtained from AGD)
	(2)	2nd Quarter Funding Information (to be obtained from Budget Division, no sample, refer to 8. (6))

<table>
<tr><th>PSIP Work
(Timing)</th><th>No.</th><th>Title of Document / Template / Format</th></tr>
<tr><td rowspan="2"></td><td>(3)</td><td>New Project Final Appraisal Rating Matrix
【PSIP Database】</td></tr>
<tr><td>(4)</td><td>Ongoing Project Final Appraisal Rating Matrix
【PSIP Database】</td></tr>
<tr><td rowspan="3">11. Mid-Year Budget Review
(mid-Jan.)</td><td colspan="2">2nd Quarter Project Progress Report 【PSIP Database】
* filled version of 3.(10).</td></tr>
<tr><td>(1)</td><td>List of Development Project Progress Report
➢ For the Ministry responsible for PSIP to prepare and submit to BD for printing</td></tr>
<tr><td>(2)</td><td>Mid-Year Budget =Revised Estimates
➢ For the Ministry responsible for PSIP to input figures into Project Status and Approved Budget PSIP Database】<1. (2)></td></tr>
<tr><td rowspan="2">12. PSIP Budget Allocation</td><td>(1)</td><td>List of Part 1 supported Projects with commitment for the coming FY (to be obtained from DAD, no sample)</td></tr>
<tr><td>(2)</td><td>PSIP Project Status and Funding Allocation 【PSIP Database】</td></tr>
<tr><td rowspan="2">13. PSIP Feedback to MDAs
(Jan.)</td><td>(1)</td><td>PSIP Feedback Letter or Notice to MDAs (to be written by the Ministry responsible for PSIP EP&D to MDAs, no sample)</td></tr>
<tr><td colspan="2">Also refer to PSIP Project Status and Funding Allocation 【PSIP Database】<12. (2)></td></tr>
<tr><td>14. Draft Cabinet Paper for PSIP Approval
(April)</td><td>(1)</td><td>Cabinet Paper Attachments (to be prepared by the Ministry responsible for PSIP)</td></tr>
</table>

Appendix 2: PSIP Project Status and its Transition

In principle, definition of project status and its transition is as follows:

(1) New / New (Pipeline) Project

Definition

- New Project: a project which is submitted for the first time.
- New (Pipeline) Project: a project which was submitted for the previous fiscal year but made "pipeline". Pipeline Project is a project which fulfilled the eligibility to enter into PSIP but is/was not allocated the budget for the fiscal year for which it was applied.

Transition from Submission by MDAs

(i) Status at the time of submission

The status at the time of submission made by MDAs. The status which is indicated in their proposal template.

(ii) Status after initial appraisal

The status of New / New (pipeline) Project can change to:

- "New" project, if the proposal fulfills the minimum score of initial appraisal rating.
- "Rejected" project, if the proposal cannot fulfill the minimum score of initial appraisal rating.
- "The rejected project" can be communicated to the MDA with guidance for further improvement and resubmission.

It is rare to have a Pipeline project at this stage, since the initial appraisal is meant to assess the eligibility for PSIP.

(iii) Status after Ministerial Meeting

At the ministerial meeting, the submission status is confirmed with MDAs. The status can be reviewed and changed. For example, ongoing project(s) can be reviewed / merged and resubmitted as a new project.

(iv) Status after Final Appraisal

Final appraisal is done for projects surviving as "New" after initial appraisal and ministerial meeting. Depending on the priority level determined after the appraisal rating, if the project is rated as high, the status will remain "new" and will be allocated funds, if it is rated low, it will be categorized as pipeline and without any fund allocation.

At this stage, Ministry responsible for PSIP works on several cases with different total development budget ceilings. So the same project can be labeled as new and pipeline depending on the case (ceiling). For example, if Case A is with least ceiling, Case B in the middle, and Case C is with most generous ceiling, the same project can be:

Case A: pipeline (most strict case)

Case B: pipeline (relatively strict case)

Case C: new (most generous case)

The number of cases may change from year to year.

(v) Status after the adjustments with Budget Division

The Case keeps moving up to the final budget framework, which normally fluctuates up to the parliamentary approval.

If the proposal amount allocated for the project fits within the ceiling, the status remains "New", if not, it changes to "Pipeline".

(vi) Status after the Parliamentary Approval

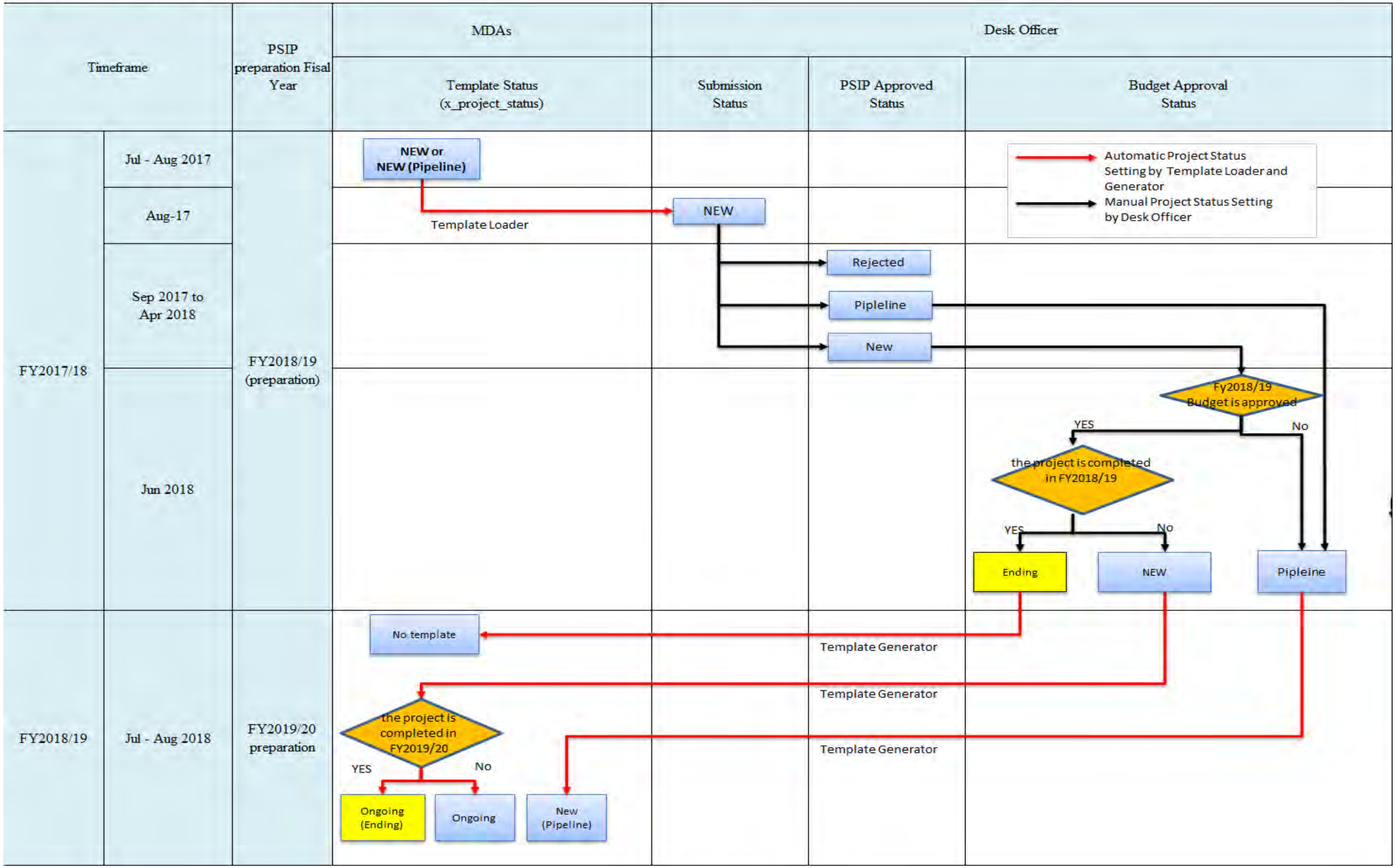
Depending on the deliberation in Parliament, the allocation may be affected. The allocation for the project can remain as proposed or increase or decrease. Nevertheless, if the allocation is there, the status will remain as "New", if the allocation is not approved, the status will normally change to "Pipeline", depending on the reason, it may change to "Rejected".

(vii) Status after the Mid-Year Review

If the New Project is not yet funded and no implementation is observed by the time of Mid-Year Review, depending on the deliberation in Parliament, it could be denied the funding in the remaining period of the fiscal year. If this happens, the project status will be changed to Pipeline within the implementation fiscal year.

Please refer to the following figure which illustrates the transition of new projects.

Figure A: Transition of Project Status (NEW PROJECT)



(2) Ongoing Project

Definition

- Ongoing Project: a project which is under implementation in the current fiscal year and to be continued in the coming fiscal year.
- Pended Project: a project which was under implementation in the previous fiscal year(s) but suspended in the current fiscal year due to inadequate development budget or other reasons such as problem occurred during implementation. The project is not yet completed and it is still eligible for continuation up to the completion.
- Terminated Project: a project which was under implementation but before its completion, it was concluded to be terminated, mainly due to the fact that it was no more relevant. The project should not be submitted for consideration in PSIP as it is.
- Ending Project: the project is due ending in the requested fiscal year.

Transition from Submission by MDAs

(i) Which project can be submitted as "ongoing" project? / Status at the time of submission

The ongoing project (under implementation in current fiscal year), and the pended project (suspended in the current fiscal year) can be applied as "ongoing" project for the coming fiscal year. All of them are submitted as "ongoing" project, which is indicated in the proposal template.

(ii) Status after initial appraisal

The status of Ongoing Project can change to:

"Ongoing" project, if the proposal fulfills the minimum score of initial appraisal rating.

If the proposal cannot fulfill the minimum score of initial appraisal rating, there may be two cases. The project can be concluded as "Terminated" if the relevance is not found any more, since relevance is the major reason for project existence. The project can be concluded as "Pended" if the relevance for continuation is confirmed, but the major obstacle is found, which has to be solved before it simplementation. Otherwise, it is rare to have a Pended project at this stage, since the initial appraisal is meant to assess the continuous eligibility to be in the PSIP.

(iii) Status after Ministerial Meeting

At the ministerial meeting, the submission status is confirmed with MDAs. The status can be reviewed and changed. For example, ongoing project(s) can be reviewed / merged and resubmitted as a new project, or in case of merging, it can be submitted as one ongoing project. If the implementation bottleneck is seen serious, Ministry responsible for PSIP may suggest to pend it in the coming fiscal year until such bottleneck is removed and implementation environment is put in place. The decision is made case by case but in agreement with MDA.

(iv) Status after Final Appraisal

Final appraisal is done for projects surviving as “Ongoing” after initial appraisal and ministerial meeting. Depending on the priority level determined after the appraisal rating, if the project is rated as high, the status will remain “Ongoing” and will be allocated funds, if it is rated low, it will be categorized as “Pended” and without any fund allocation.

At this stage, Ministry responsible for PSIP works on several cases with different total development budget ceilings. So the same project can be labeled as Ongoing and Pended depending on the case (ceiling). For example, if Case A is with least ceiling, Case B in the middle, and Case C is with most generous ceiling, the same project can be:

Case A: pended (least case)

Case B: pended (middle case)

Case C: ongoing (most generous case)

The number of cases may change from year to year.

(v) Status after the adjustments with Budget Division

The Case keeps moving up to the final budget framework, which normally fluctuates up to the parliamentary approval.

If the proposal amount allocated for the project fits within the ceiling, the status remains “Ongoing”, if not, it changes to “Pended”.

(vi) Status after the Parliamentary Approval

Depending on the deliberation in Parliament, the allocation may be affected. The allocation for the project can remain as proposed or increase or decrease. Nevertheless, if the allocation is there, the status will remain as “Ongoing”, if the allocation is not approved, the status will normally change to “Pended”, depending on the reason, it may change to “Terminated”.

(vii) Status after the Mid-Year Review

If the Ongoing Project is not yet funded and no implementation is observed by the time of Mid-Year Review, depending on the deliberation in Parliament, it can be denied the funding in the remaining period of the fiscal year. If this happens, the project status will be changed to Pended.

(viii) Extension Request

An extension request form is attached to the Quarterly Progress Report format and it shall be submitted by MDAs to Ministry responsible for PSIP as soon as possible once the extension need is observed. The Request shall be uploaded to the PSIP Database and Ministry responsible for PSIP is expected to assess and approve or reject the request on the Database. Then the result will be shared through the Database to

MDAs. After the decision on the Extension Request, Ministry responsible for PSIP shall also review and revise the project status of the Project.

(ix) Completion Report

When and "Ending Project" has ended, MDAs are expected to submit a "Completion Report" form attached to the Quarterly Progress Report format. Ministry responsible for PSIP shall review and revise the project status to "Completed" once the MDA notifies that the Project has ended and urge MDAs to submit the Report. Upon submission the Report shall be uploaded to the Database.

Please refer to the following figures which illustrate the transition of ongoing projects, ending projects, and the handling of extension requests.

Figure B: Transition of Project Status (ONGOING PROJECT)

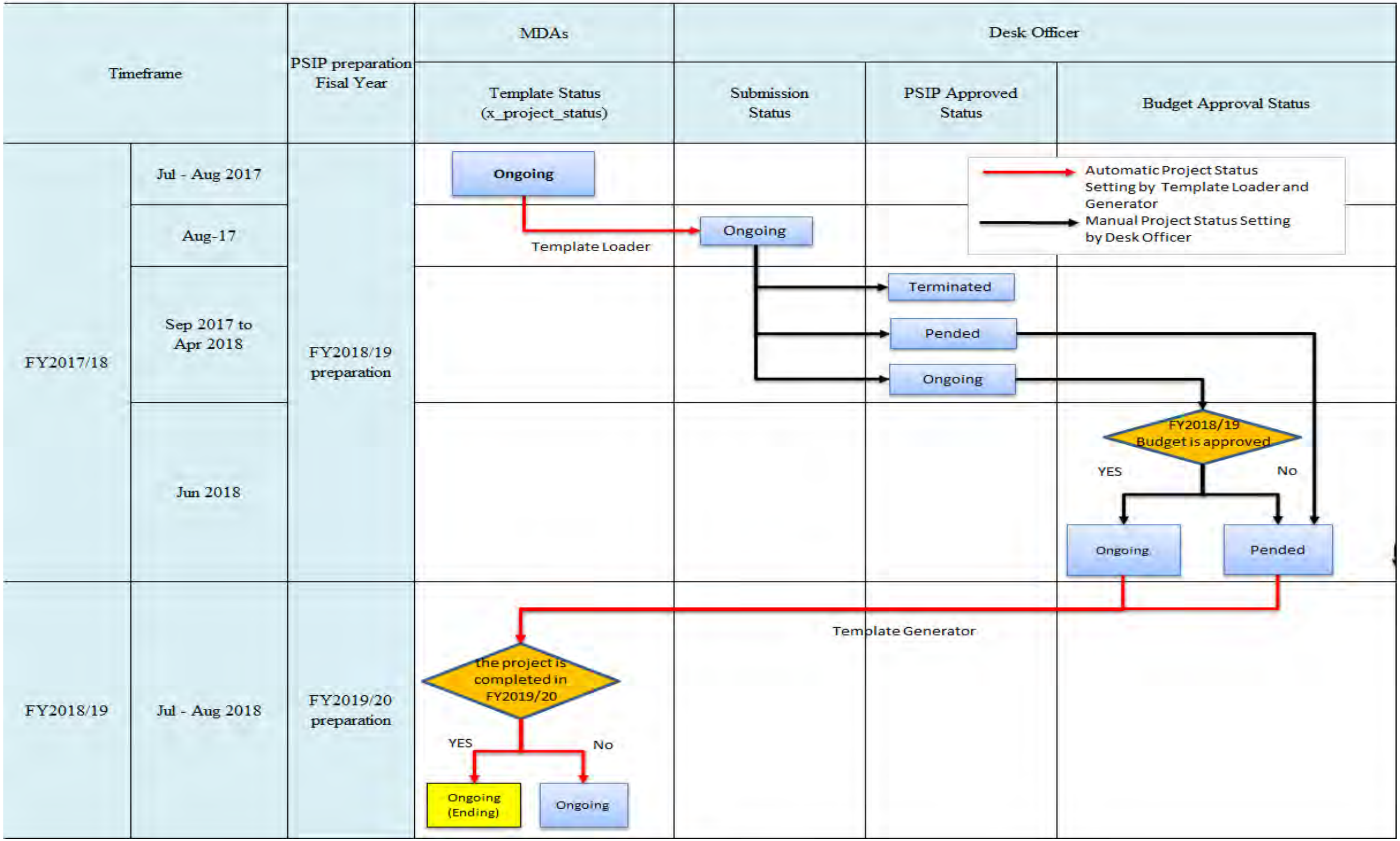


Figure C: Transition of Project Status (ENDING PROJECT)

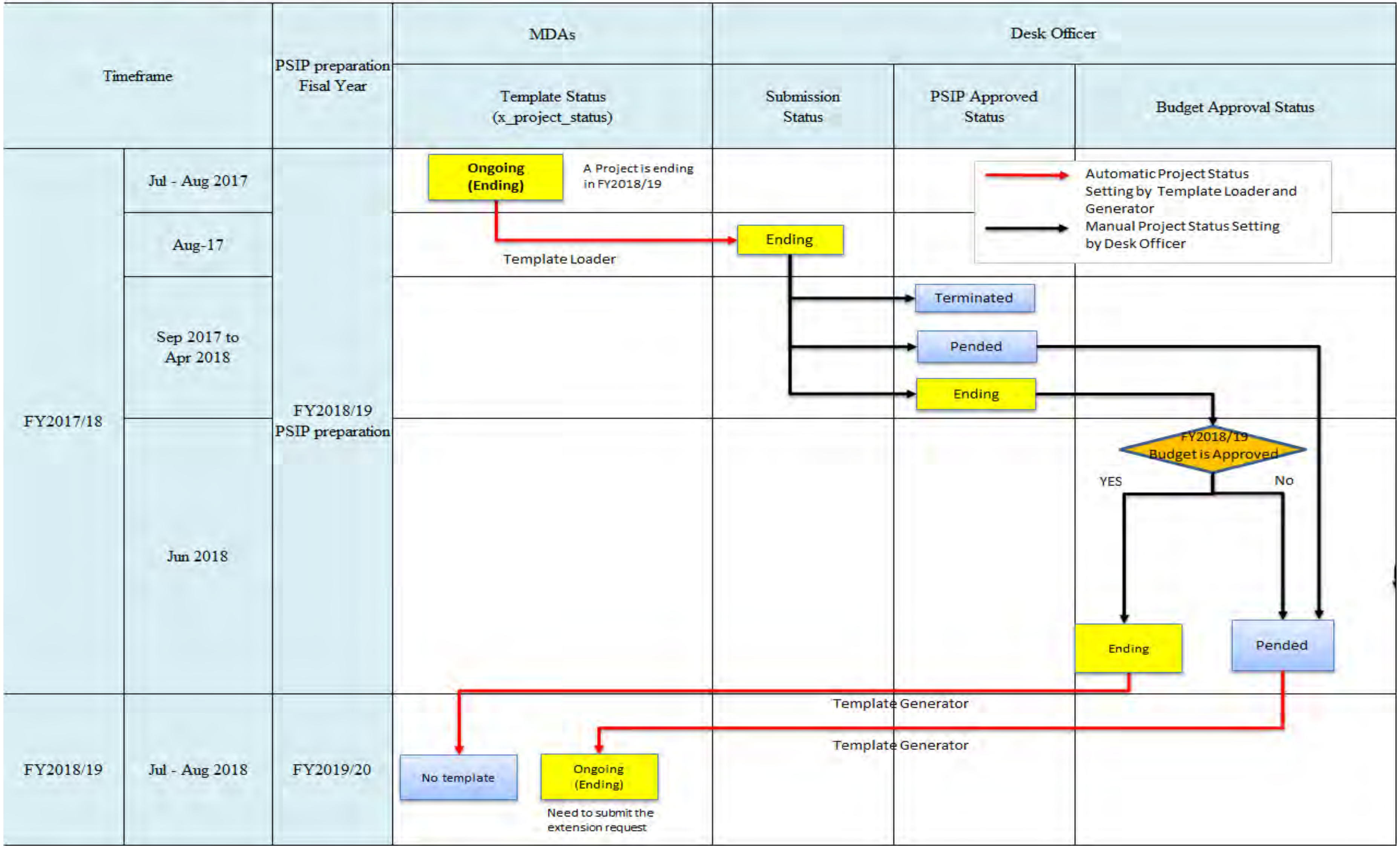
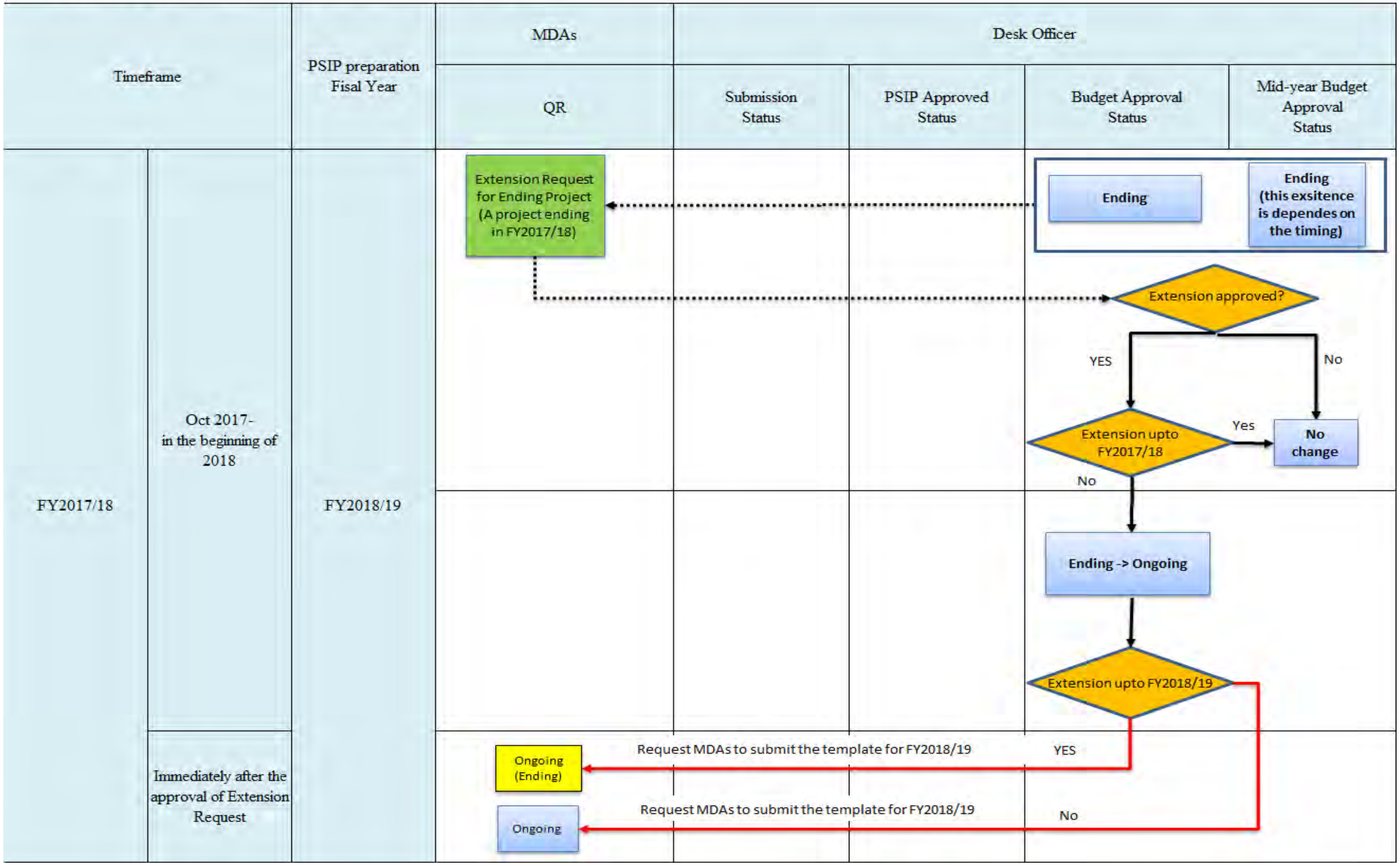


Figure D: Changing the status of Ending Project with Extension Request



Appendix 3:Cost-Benefit Analysis (Analysis on Net-Cash Flow throughout the Project Life Span) of a Project

(1) Comparison of Financial and Economic Analysis

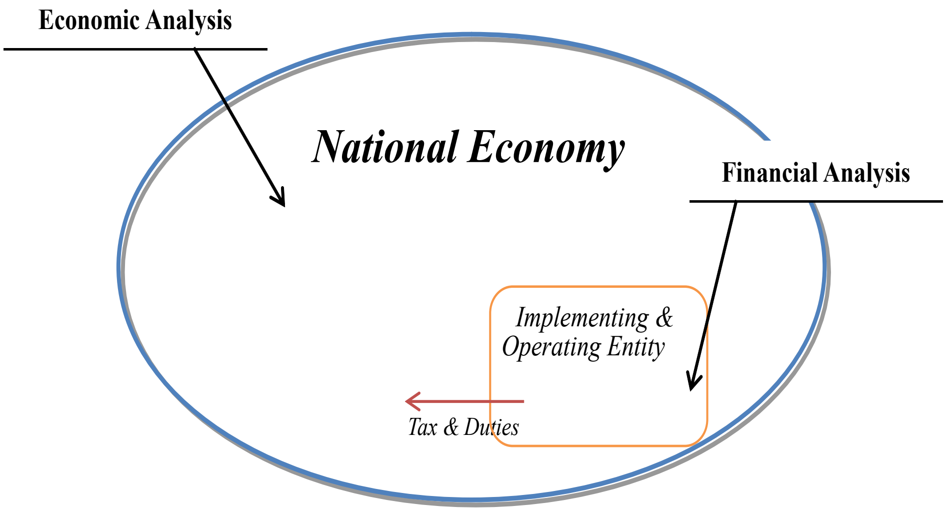
<table>
<tr><th></th><th>Financial Analysis</th><th>Economic Analysis</th></tr>
<tr><td>Projects to be Analyzed</td><td>Only applied to "Income-generating Projects" operated independently by an entity on the income earned. <e.g. Power Station, Water Supply, Railway, Highway, Irrigation, etc.></td><td>All the development projects having economic benefits which are quantifiable and expressible in monetary terms with specific life span.</td></tr>
<tr><td>Standpoint</td><td>Implementing & Operating Entity</td><td>National Economy</td></tr>
<tr><td>Benefit Items</td><td>Income Earned by Project Operation</td><td>Different-kind Economic Benefits according to Types of Projects, for instance:
Roads
Time Saving, Transport Cost Saving, Traffic Accidents Reduction, etc.
Irrigation
Production Increase by Crop, etc.
Sea Port
Saving of Average Waiting Time for Vessels
Hydropower Station
Alternative power plant (thermal) construction and O&M costs</td></tr>
<tr><td>Cost Items</td><td>1. Project Implementation Cost
2. O&M Cost
3. Replacement Cost during the Project Life</td><td>1. Project Implementation Cost
2. O&M Cost
3. Replacement Cost during the Project Life</td></tr>
<tr><td rowspan="2">Necessary Arrangement & Adjustments</td><td colspan="2">1. Actual values of benefits and costs flow are estimated in real terms being adjusted with price deflators. <exclusion of inflation factors>
2. Depreciation is excluded from the O&M Cost.</td></tr>
<tr><td>1. Tax & duties are included.</td><td>1. Tax & duties are excluded.
2. The Economic Benefits are directly valuated, or revalued by converting financial income applying shadow prices. All the Cost Items are also revaluated using conversion factors to reflect opportunity costs.</td></tr>
</table>

(2) Methods of Analysis based on Estimated Net Project Cash Flow throughout its Life Span

Net Present Value (NPV): Difference between the present value of cash inflows and cash outflows (Net cash flow). Discount Rate is basically based on the entity's weighted average cost of fund also taking due account of future risks and opportunity cost depending on relevant individual situations. If the NPV is estimated positive, the project could be judged acceptable.

Internal Rate of Return (IRR): The discount rate that makes the net present value of net cash flow brought from the project equal to zero. If the calculated IRR is higher than the appropriate discount rate (market interest rate or other appropriate opportunity cost of funds), the project could be judged acceptable.

(3) Spheres of Cost Benefit Analysis



(4) Requirements for Careful Application

(Financial Analysis)

a. "Financial Analysis" is only applicable to projects which generate monetary income in the operating entities through the operation of the project concerned.

b. "Financial Analysis" must be exclusively attempted to projects which generate operational income to be supposed to entirely or partly self-finance the operation & maintenance, partial replacement and other necessary costs to allow the project concerned to sustain its normal operation throughout its expected project life.

(Economic Analysis)

The application of "Economic Analysis" should be restricted to only projects that satisfy the following conditions, otherwise the numerical results will be only nominal that seriously misleads appropriate judgement.

<Conditions for Application>

1. All the economic benefits are possible to be clearly and objectively identified and valuated.
2. All the economic values of the benefits (contribution to the national economy) and costs (reflecting actual opportunity costs) can be rationally estimated.

Thus the judgement whether or not the financial and/or economic analysis should be applied has to be carefully examined in advance based on conditional applicability to each specified above

Appendix 4: Cost-Benefit Analysis Model for Office Building Construction Projects to Replace Rentals

This can be used to check whether the office ebuilding construction project with the purpose of replacing rental payment is financially feasible or not.

The net present value (NPV) is the summation of cash flows (C) for each period (n) in the holding period (N), discounted at the investor's required rate of return (r). If NPV > 0 increases return, the project can be accepted. Iif NPV<0 decreases return, thus it cannot be accepted).

The internal rate of return (IRR) on a project is the rate of return at which the project's NPV equals zero. At this point, a project's cash flows are equal to the project's costs. Normally it is compared with a market interest rate, and if IRR> market interest rate, the project can be accepted. (If IRR<market interest rate, it cannot be accepted.)

(Conditions)

1. Project purpose is to save present cost of office rental.
2. Some space will be rented out for income earning purpose.
3. Project cost consists of land acquisition and building construction.
4. Maintenance cost consists of annual ordinary cost and periodic special maintenance/rehabilitation.
5. Amount of the maintenance cost is all fixed cost with a certain rate of the building construction cost.
6. Utilities is being separately paid out of monthly rent.
7. Project life is 45 years.

(Benefits)

(1) Annual saving of office rent being presently paid

(2) Expected revenue from rental and other possible income generating services

(Costs)

(3) Land acquisition cost

(4) Building construction coat

(5) Annual maintenance cost

(6) Periodic special maintenance cost

(Financial Cost Benefit Analysis)

	Year	1	2	3	4	5	6	7	8	9	10
(Benefit)											
(1)	Amount of annual office rental being paid					2,500	2,500	2,500	2,500	2,500	2,500
(2)	Expected rent-out revenue					800	800	800	800	800	800
	Total Benefit					3,300	3,300	3,300	3,300	3,300	3,300
(Cost)											
(3)	Land acquisition cost	10,000									
(4)	Building construction cost		5,000	5,000	5,000						
(5)	Annual maintenance cost										
0.1%	of total building cost					15	15	15	15	15	15
(6)	Periodic special maintenance cost										
10%	of total building cost at every 20 years after construction										
	Total Cost	10,000	5,000	5,000	5,000	15	15	15	15	15	15
	Net Financial Cash Flow	-10,000	-5,000	-5,000	-5,000	3,285	3,285	3,285	3,285	3,285	3,285
	FIRR: Financial Internal Rate of Return	11%									
	FNPV: Financial Net Present Value	1,335									
	(Discount Rate: 10%)										
	Year	1	2	3	4	5	6	7	8	9	10

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
800	800	800	800	800	800	800	800	800	800	800	800	800	800	800
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
									1,500					
15	15	15	15	15	15	15	15	15	1,515	15	15	15	15	15
3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	1,785	3,285	3,285	3,285	3,285	3,285
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
800	800	800	800	800	800	800	800	800	800	800	800	800	800	800
3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
														1,500
15	15	15	15	15	15	15	15	15	15	15	15	15	15	1,515
3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	3,285	1,785
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

41	42	43	44	45		Total
2,500	2,500	2,500	2,500	2,500		102,500
800	800	800	800	800		32,800
3,300	3,300	3,300	3,300	3,300		135,300
						10,000
						15,000
15	15	15	15	15		615
						3,000
15	15	15	15	15		28,615
3,285	3,285	3,285	3,285	3,285		106,685
41	42	43	44	45		

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	[No.7] Web symphony; Analyse budget gap Show budget in the Appraisal Status Screen to analyse budget gap. The Part1 and Part2 budget of PSIP appraisal decision will be inserted after PSIP Appraisal Decision column. This will be visible only PSIP and Admin. (The detailed Design is attached; DetailDesign_No.7.xlsx)
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." ☒ **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	Users can quickly select project status.

____

Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

____

Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP Unit

Date of Request: 27/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need x Enhancement ☐ Correction ☐ Other	Make part of the template editable on web using a button (Project title, project Period which s on the General information page and summary of progress which is on the performance page) (Only PSIP unit and Administrators should be able to modify and this information will be updated later)
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." x **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	I will ease the usage of the database management, especially after appraisal since all changes have to be done through the excel template

____

Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

____

Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP Unit

Date of Request: 27/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	Description of change
☐ Business Change or Need X Enhancement ☐ Correction ☐ Other	System should be able to produce a summary of ministerial minutes as a report. (The detailed Design is attached: DetailDesign_No.14.xlxs)
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." ☐ – **Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ – **Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	Users will print or view a summary of all minutes from the ministerial meeting

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejecte d	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

____

Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP Unit

Date of Request: 27/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need x Enhancement ☐ Correction ☐ Other	To add the field to write project history naratively in general information sheet (The detailed Design is attached)
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." x **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	Psip users and administrators should be able to view history of the system

____

Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: Shalom Ghambi

Date of Request: 27/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	Add new fields for PSIP Desk officers to update about progress of the project in process management unit Add button on psip_process_mgmt/process_summary.php that will
Priority	☐ – **Critical:** “We can’t move forward until this change is resolved.” ☐ – **High:** “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.” ☒ **– Normal:** “We are fine for the right now, but this may impact our ability to move forward in the near future.” ☐ **– Low:** “This change is not impacting our ability to move forward.”
The additional benefits the proposed change would have.	This will help the MDA's to know who to ask for more infor on the psip system

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP Unit

Date of Request: 27/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need	To add another sheet to quarterly progress format. To make MDAs users to view uploaded completion report (The detailed Design is attached: DetailDesign_No.23.xlsx)
x Enhancement	
☐ Correction	
☐ Other	
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." x **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	The ministry will get a completion report for projects that are complete.

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor:

Date of Request:

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>[X] Business Change or Need

[ ] Enhancement

[ ] Correction

[ ] Other</td><td>Need a comparison of the approved budget against the actual budget on the web (follow up).

(The detailed Design is attached)</td></tr>
<tr><td>Priority</td><td>[ ] – Critical: “We can’t move forward until this change is resolved.”
[ ] – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
[X] – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
[ ] – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>Users will identify the budget gap between the approved against the actual budget.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: Shalom Ghambi

Date of Request: 27/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>☐ Business Change or Need

☒ Enhancement

☐ Correction

☐ Other</td><td>Add the search condition using submission status (project status screen)

(The detailed Design is attached; DetailDesign_No.25.xlsx)</td></tr>
<tr><td>Priority</td><td>☐ – Critical: “We can’t move forward until this change is resolved.”
☐ – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
☒ – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
☐ – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>User will be able to search using the submission status unlike before where they were able to search using status only</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>☐ Business Change or Need

☒ Enhancement

☐ Correction

☐ Other</td><td>[No.26] Web symfony
New search condition for project status in the project Quarterly Progress Report status screen.

(The detailed Design is attached; DetailDesign_No.26.xlsx)</td></tr>
<tr><td>Priority</td><td>☐ – Critical: “We can’t move forward until this change is resolved.”
☐ – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
☒ – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
☐ – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>Users can quickly select project status.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need	[No.27] Web symfony Add project status column in the list Project Quarterly. (The detailed Design is attached; DetailDesign_No27.xlsx)
[x] Enhancement	
☐ Correction	
☐ Other	
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." [x] – **Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ – **Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	Users will easily identify the status of the project.

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>X Business Change or Need

☐ Enhancement

☐ Correction

☐ Other</td><td>[No.28] Web Symfony.
Add in the project status & transition the case where the figure is copied e.g. Case A.

(The detailed Design is attached; DetailDesign_No28.xlsx)</td></tr>
<tr><td>Priority</td><td>☐ – Critical: “We can’t move forward until this change is resolved.”
☐ – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
X – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
☐ – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>To display its originality.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>[X] Business Change or Need

[ ] Enhancement

[ ] Correction

[ ] Other</td><td>[No. 29] Web Smarty
Enable psip desk officers to change project status function in the extension approval screen.
(The detailed Design is attached; DetailDesign_No29.xlsx)</td></tr>
<tr><td>Priority</td><td>[ ] – Critical: “We can’t move forward until this change is resolved.”
[ ] – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
[X] – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
[ ] – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>Easy access to the status change screen.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

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<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>☐ Business Change or Need</td><td rowspan="4">[No. 31] Web symfony
Add extension request in the quarterly report on the web.

(The detailed Design is attached; DetailDesign_No31.xlsx)</td></tr>
<tr><td>☒ Enhancement</td></tr>
<tr><td>☐ Correction</td></tr>
<tr><td>☐ Other</td></tr>
<tr><td>Priority</td><td>☐ – Critical: “We can’t move forward until this change is resolved.”
☐ – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
☒ – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
☐ – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>Easy access to the quarterly report.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	[NO:35]; What to be developed: Web-Symphony Navigation: Menu->Report->Summary report Add PSIP report showing the project, purpose ,progress(Summary Report) Add check box on Summary Report Project List []progress and []purpose No need of the Detailed Design
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." ☒ **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	Users can get report by using TEC, Donor, Progress ,Project, Purpose

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request:31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	[No.37;] What to be developed: Web-Symphony Add a feature where by users are supposed to see how the project is changed(from the previous version to the latest version) and see what fields are changed and who changed the field) Detailed design attached file name:DetailDesign_Template-No37
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☐ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." ☒ **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	The user can easily see and compare the previous version and the latest version.

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejecte d	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request:31/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>☐ Business Change or Need

☒ Enhancement

☐ Correction

☐ Other</td><td>[NO:39]
Add feature to show which fields are errors and the number of errors on the web in project details under PSIP process management(show Only PSIP desk officer, on for MDA's users)

Detailed design is attached file name:
DetailDesign_Template-NO39</td></tr>
<tr><td>Priority</td><td>☐ – Critical: "We can't move forward until this change is resolved."
☐ – High: "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward."
☐ – Normal: "We are fine for the right now, but this may impact our ability to move forward in the near future."
☒ – Low: "This change is not impacting our ability to move forward."</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>User should be able to see the errors on the web in project details</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejecte d	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	NO:40 Upgrade the Symphony from Ver.2.6 to Ver.3.2 (the latest version)
Priority	☐ – **Critical:** “We can’t move forward until this change is resolved.” ☐ – **High:** “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.” ☒ **– Normal:** “We are fine for the right now, but this may impact our ability to move forward in the near future.” ☐ **– Low:** “This change is not impacting our ability to move forward.”
The additional benefits the proposed change would have.	We need to test firstly it will be tested by yuko and confirm the volume of the tasks

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.	
Type of Change	**Description of change**
☐ Business Change or Need ☒ Enhancement ☐ Correction ☐ Other	NO:42 Add extension mark if the project has extension request in project Quarterly Progress Report Status Screen Detailed design is attached file name: DetailDesign_Template-No42
Priority	☐ – **Critical:** "We can't move forward until this change is resolved." ☒ – **High:** "We are fine for right now, but unless this change is resolved by the due date, we won't be able to move forward." ☐ **– Normal:** "We are fine for the right now, but this may impact our ability to move forward in the near future." ☐ **– Low:** "This change is not impacting our ability to move forward."
The additional benefits the proposed change would have.	User should be able to mark for extension request in project Quarterly progress Report Status screen

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Signature of Requester (Chief Systems Analyst)

<u>Authorization</u>

Decision	☐ Approved	☐ Approved with conditions	☐ Rejected	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

<u>Project Manager</u>

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

____

Signature of Project Manager

Appendix 3: Change Request Format

Requestor: PSIP UNIT

Date of Request: 31/03/2017

<table>
<tr><td colspan="2">Change Request Detail - The Change Request form is the document of record for a change request. It provides the business reasons and justification for the change and assesses the risk and impact of the change.</td></tr>
<tr><td>Type of Change</td><td>Description of change</td></tr>
<tr><td>☐ Business Change or Need

☒ Enhancement

☐ Correction

☐ Other</td><td>NO:43
Change the database from PSIP to PSIP2 for Download project Templates Screen. Change the design integrating into menu system.

Navigation: Menu->Download forms
Put menu on the download form as nav bar or side bar
I total put 5 screen new blank, new pipeline, ongoing, Quarterly, PFMIT.</td></tr>
<tr><td>Priority</td><td>☐ – Critical: “We can’t move forward until this change is resolved.”
☒ – High: “We are fine for right now, but unless this change is resolved by the due date, we won’t be able to move forward.”
☐ – Normal: “We are fine for the right now, but this may impact our ability to move forward in the near future.”
☐ – Low: “This change is not impacting our ability to move forward.”</td></tr>
<tr><td>The additional benefits the proposed change would have.</td><td>Change the database from PSIP to PSIP2.</td></tr>
</table>

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Signature of Requester (Chief Systems Analyst)

Authorization

Decision	☐ Approved	☐ Approved with conditions	☐ Rejecte d	☐ More Information
Decision Date				
Decision Explanation				
Authorizing Officer				

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Signature of Authorizing Officer

Project Manager

Date Received:

Change Request #:

Time Required for Change(Days): Estimated Cost:

Estimated Completion Date of Change:

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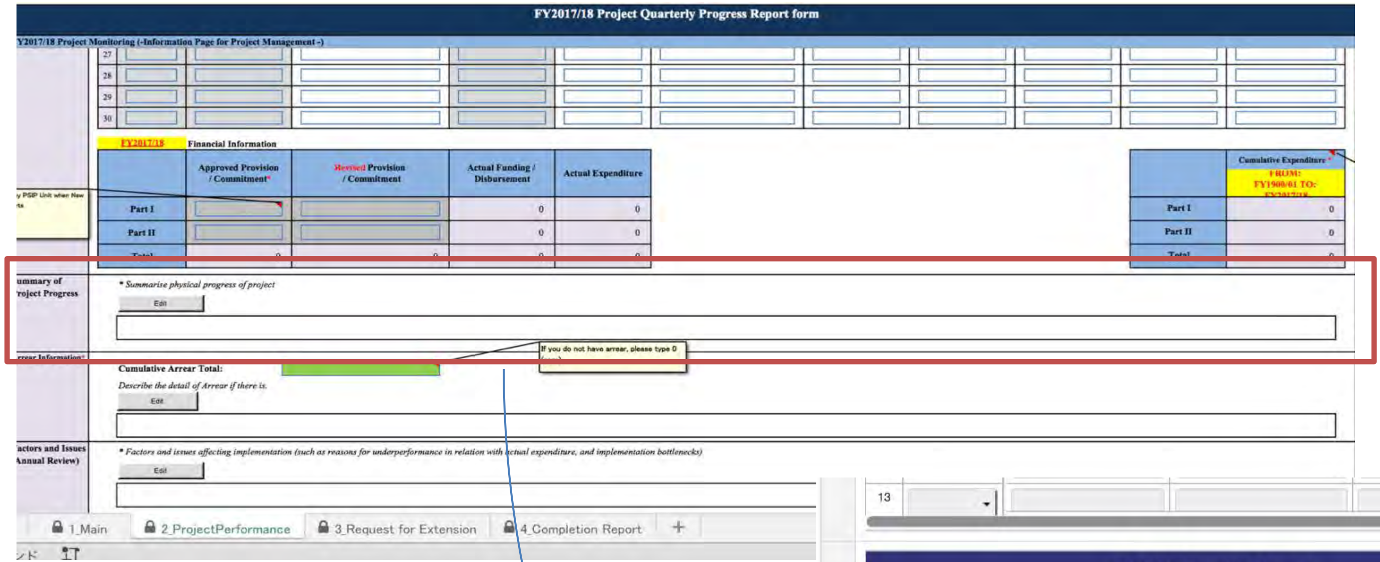
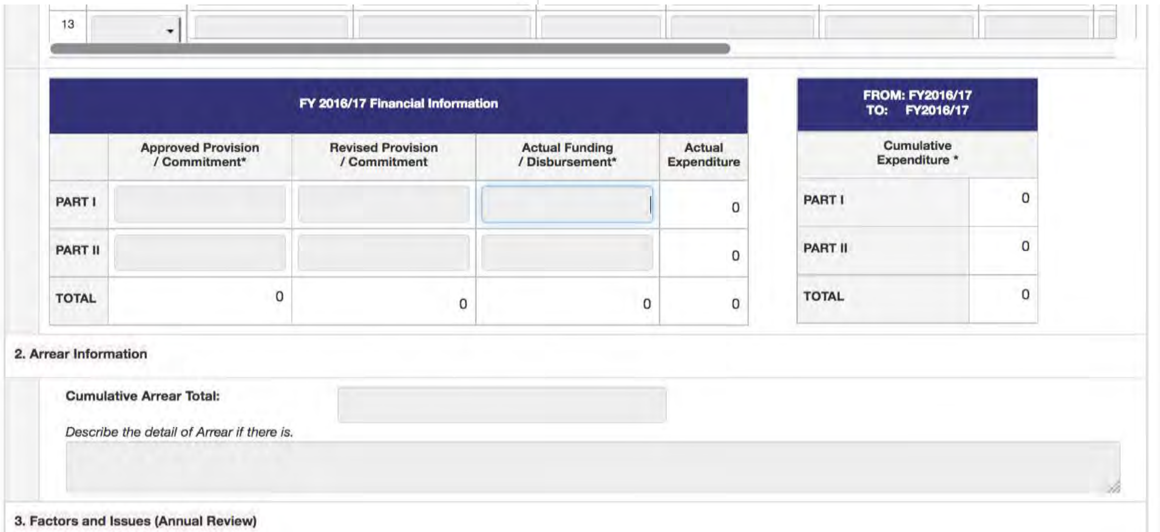
Signature of Project Manager

Screen Design	Dev. No	5	Title	Summary of the Progress should be added in QT Report Performance screen		
			Screen Name	FY Project Quarterly Progress Report form		
			Navigation	Project Progress->Quarterly Progress Report-> select submitted 1Q button->Performance tab		
			Responsible In PSIP	Gift	Date	

Screen Image or Hard Copy



[Excel]



[Symfony]

Symfony Design Specification	Dev. No	5WH	Prog. Title	**Summary of the Progress should be added in QT Report Performance screen**		
			Route Path	psips/web/psipuser/320qtpeformance/680		
			In Charge(PSIP)	Gift	Date	
	Main Files		Model			
			Control	src/Jica/PsipBundle/Controller/Psip320QtReportPerformanceController.php		
			View	src/Jica/PsipBundle/Resources/views/Menu00Base/qtReportTab.html.twig		

Detail specification

[Specification]

1)	insert the new fields to Entity	Entity;	QtReport
2)	insert the new fields to Form TYpe	FormType;	psip_performanceType
3)	change view	View;	Psip050Performance:performance050.html.twig';

Screen Design	Dev. No	7WH	Title	Analyse budget gap	In Charge(PSIP)		Date	
			Screen Name	Status & Approved Budget				
			Location	Menu->Project Status				

Screen Image or Hard Copy

Copy | Excel | Print | PDF | Show All entries | Search:

no	vote	Previous Code	Project Title	Submission Status	Appraisal Decision	Approved Budget			Mid Year Revision			Actions
						Status	Part I (MKW)	Part II(MKW)	Status	Part I (MKW)	Part II(MKW)	
1	[050] State Residences	08-050-001	[1100] Construction and Rehabilitation of State Houses and State Lodges	ONGOING					NEW	11,111	22,222,222	update
2	[050] State Residences	14-050-002	[1453] Construction of Security Fence at Kamuzu and Sanjika Palaces	ONGOING								update
3	[050] State	14-050-005	[1456] Rehabilitation	ONGOING					PIPELINE	5,555,555	66,666,666	

Part1 and Part2 amount are inserted here
(Table Title)

Appraisal Decision		
Status	Part1 (MKW)	Part2 (MKW)
ONGOING	20,000	30,000

Symfony Design Specification	Dev. No	7WH	Prog. Title	**Analyse budget gap**		
			Route Path	/psipuser/210appraisalDecisionTop		
			In Charge(PSIP)	Gift	Date	27 Mar, 2017
	Main Files		Model			
			Control	Psip210AppraisalDecisionController.php		
			View	/Psip210AppraisalDecision/appraisalDecisionTop.html.twig		

Detail specification

[Specification]

1. Insert title, Part1, Part2 for Appraisal Decision column
2. Set corresponding Part1, Part2 amount to the list retrieving data from **project table**.

		Column name of the Project Table
Part1	;	part1_psip_recommend
Part2	;	part2_psip_recommend

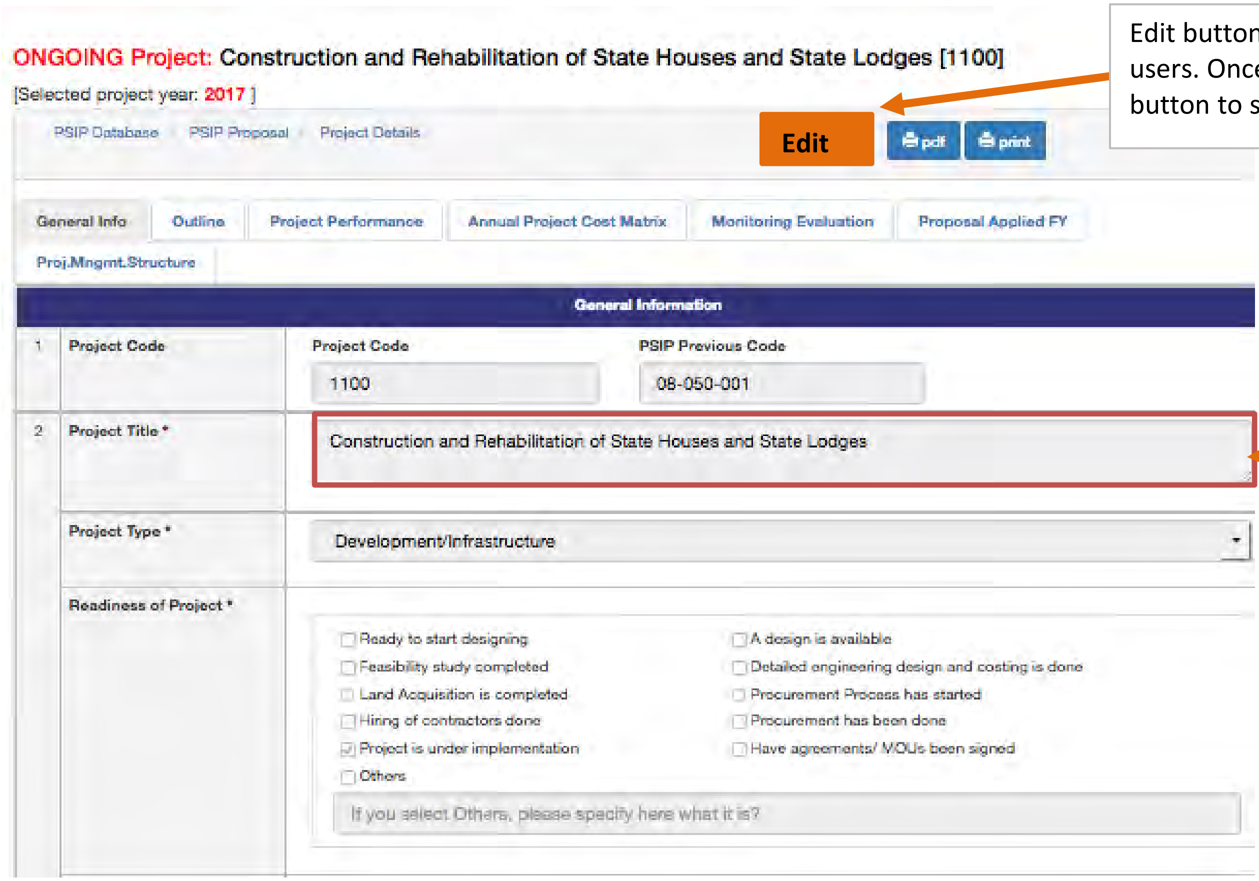
Currently PSIP appraisal shows only the status.

3. The Part1, Part2 amount is visible only for PSIP and Admin.

It is invisible for MDA users or guest account user

Screen Design	Dev. No	8	Title	Make project information editable		
			Screen Name	GeneralInfo tab		
			Navigation	Project ->Quarterly Progress Report-> select submitted 1Q button->Performance tab		
			Responsible In PSIP	Shalom	Date	

Screen Image or Hard Copy



Edit button is shown except MDA users. Once clicked, change button to save

After edit button is clicked, the editable fields should be editable.

Symfony Design Specification	Dev. No	8WH	Prog. Title	Make project information editable		
			Route Path	psips/web/psipuser/030generalInfo_code/2017/1100		
			In Charge(PSIP)	Shalom	Date	
	Main Files		Model			
			Control			
			View			

Detail specification

[Specification]

Edit screen

GeneralInfoEditAction

1 Create GeneralInfoEditAction in the Controller.

1.1 Create route

1.2 Call FormType

Inside the FormType, put read_only=false in the editable field.

1.3 Specify the twig file name to return the response.

View

2 Edit page

2.1 Show Edit button except MDA users.

2.2 Once clicked the button, change button to Save button

2.3 When Edit button is clicked, the request goes to the Controller.

2.4 The page is shown with editable fields

3 Save page

3.1 When user clicks the save button, calls to generalInfoEditAction

Save Project

4 Save Project to Database

4.1 Create GeneralInfoSaveAction

4.2 In the generalInfoEditAction, If the input data has no error, get data and save to the database.

```
// HandleRequest writes the submitted data to the Projects form entity
    $form->handleRequest($request);

   // if no error
    if ($form->isValid()) {
      //  Save to the Database.


      // Redirect to projectGeneralInfoAction and show non-editable page with Edit Button
```

When save to the Database, you have to save all project related tables.

You can call the parent method to save project and its related tables.

The parent method is saveProjectHistNum($request, $arg_project)

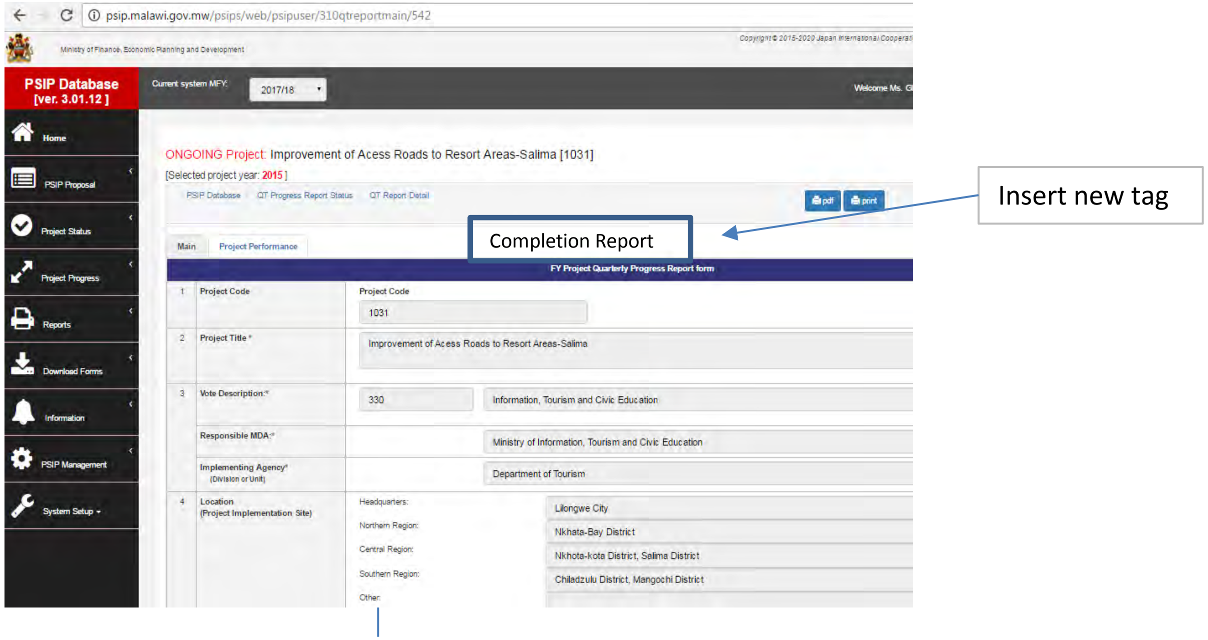
4.3 Return response to the client

Return the message, for example "the data is saved successfully".

if any error, show error.

Screen Design	Dev. No	23	Title	Completion Report	In Charge(PSIP)	Shalom	Date	2017/3/29
			Screen Name	Project Completion Report				
			Location	Menu->Project Progress->Quarterly Report				

Screen Image or Hard Copy



Database Detail Design

Dev.No		Add this as a table

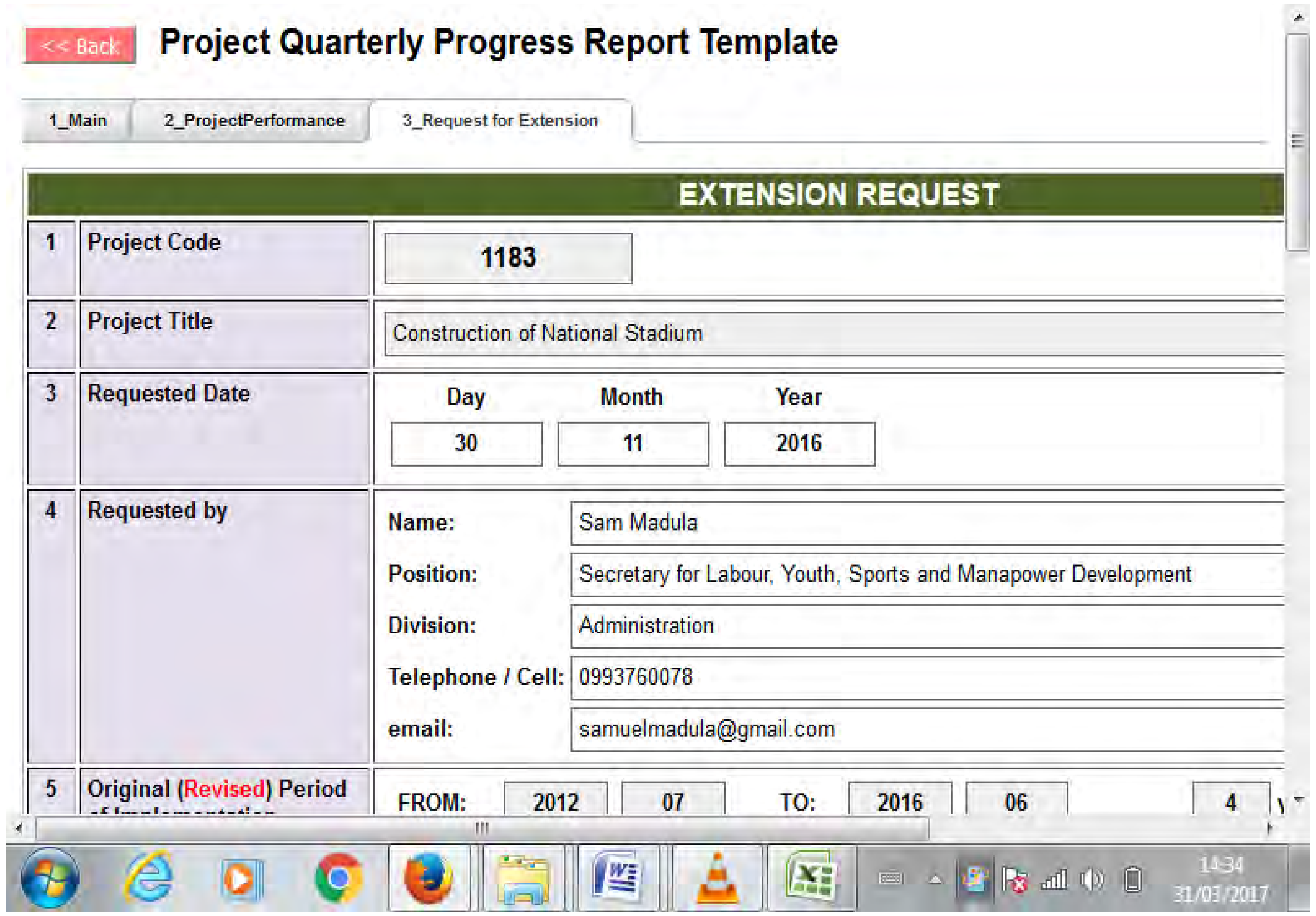
Table	add/ change	No.	Column Name	Data Type	Other Attributes	Origin of Column Name	Data Example	Remarks	Version
Completion	Add		ID	INT	PRIMARY KEY AUT	ID	22	Surrogate key	
	Add		PROJECT_CODE	VARCHAR(20)		Project Code	'14-320-001'	For reference	
	Add		*QT_REPORT_ID	INT		Quarterly Report ID	455		
	Add		COM_DATE	VARCHAR(10)		Completion date	'201404'		
	Add		FILLED_NAME	VARCHAR(100)		Requester's name			
	Add		FILLED_POSITION	VARCHAR(100)		Requester's position			
	Add		FILLED_DIVISION	VARCHAR(100)		Requester's division			
	Add		FILLED_TEL	VARCHAR(100)		Requester's telephone number			
	Add		FILLED_EMAIL	VARCHAR(100)		Requester's email			
	Add		START_DATE	VARCHAR(10)		Start date (original)			
	Add		END_DATE	VARCHAR(10)		End date (original)			
	Add		START_DATE_ACT	VARCHAR(10)		Start date (revised)			
	Add		END_DATE_ACT	VARCHAR(10)		End date (revised)			
	Add		TEC	DECIMAL(20,3)		Total Estimated Cost (Original)			
	Add		TEC_ACT	DECIMAL(20,3)		Total Estimated Cost (Requested)			
	Add		ARREARS	DECIMAL(20,3)		Reason for change / extension			
	Add		LESSON_LEARNT	VARCHAR(2000)		Start date (approved)			
	Add		SUSTAINABILITY	VARCHAR(2000)		End date (approved)			
	Add		START_DATE_APP	VARCHAR(10)		Total Estimated Cost (approved)			
	Add		END_DATE_APP	VARCHAR(10)		Approval result	'F'	'F'=Fully approved 'P'=Partially approved 'R'=Rejected	
	Add		APP_RESULT	VARCHAR(1)		Approval comment			
	Add		APP_COMMENT	VARCHAR(2000)		Set clause for withdrawing a	tec=100000, tec_year_approval=2015, tec_orig=90000, tec_year_approval_orig=2009, start_date=200907, end_date=201806, start_date_prev=200907, end_date_prev=201506	This is used to update project table to restore previous value of those columns when extension approval is withdrawn	
	Add		SET_FOR_WITHDRAW_APP	VARCHAR(200)		Remark			
	Add		REMARK	VARCHAR(100)					
	Add		TS	TIMESTAMP		Log ID	10223		
	Add		*LOG_ID*	INT					
COM_OUTCOME			ID	INT	PRIMARY KEY AUTO_INCREMENT	ID			
			PROJECT_CODE	VARCHAR(20)		Project Code			
			*QT_REPORT_ID	INT		Quarterly Report ID			
			*OUTCOME_ODR	VARCHAR(5)	NOT NULL	Order (A, B, C …)			
			UNMET	VARCHAR(1)		Unmet			
			CHALLENGES	VARCHAR(2000)		Challenges			
			TS	TIMESTAMP					
			LOG_ID	INT		Log ID			

Table	add/ change	No.	Column Name	Data Type	Other Attributes	Origin of Column Name	Data Example	Remarks	Version
COM_OUTSIDE	add		ID	INT	PRIMARY KEY AUTO_INCREMENT	ID	22	Surrogate key	
			PROJECT_CODE	VARCHAR(20)		Project Code	'14-320-001'	For reference	
			*QT_REPORT_ID	INT		Quarterly Report ID	455		
			*OUTPUT_ODR	VARCHAR(5)	NOT NULL	Order (1, 2, 3 …)	'1'		
			UNMET	VARCHAR(1)		Unmet	'Y'	'Y' or other (NULL or 'N')	
			CHALLENGES	VARCHAR(2000)		Challenges			
			TS	TIMESTAMP					
			LOG_ID	INT		Log ID	10223		

Smarty Design Specification	Dev. No		Prog. Title	Completion Report		
			Web Route Path			
			In Charge (PSIP)	Shalom	Date	

Detail specification

Use this page and add a tab for completion Report



<< Back

Project Quarterly Progress Report Template

1_Main | 2_ProjectPerformance | 3_Request for Extension

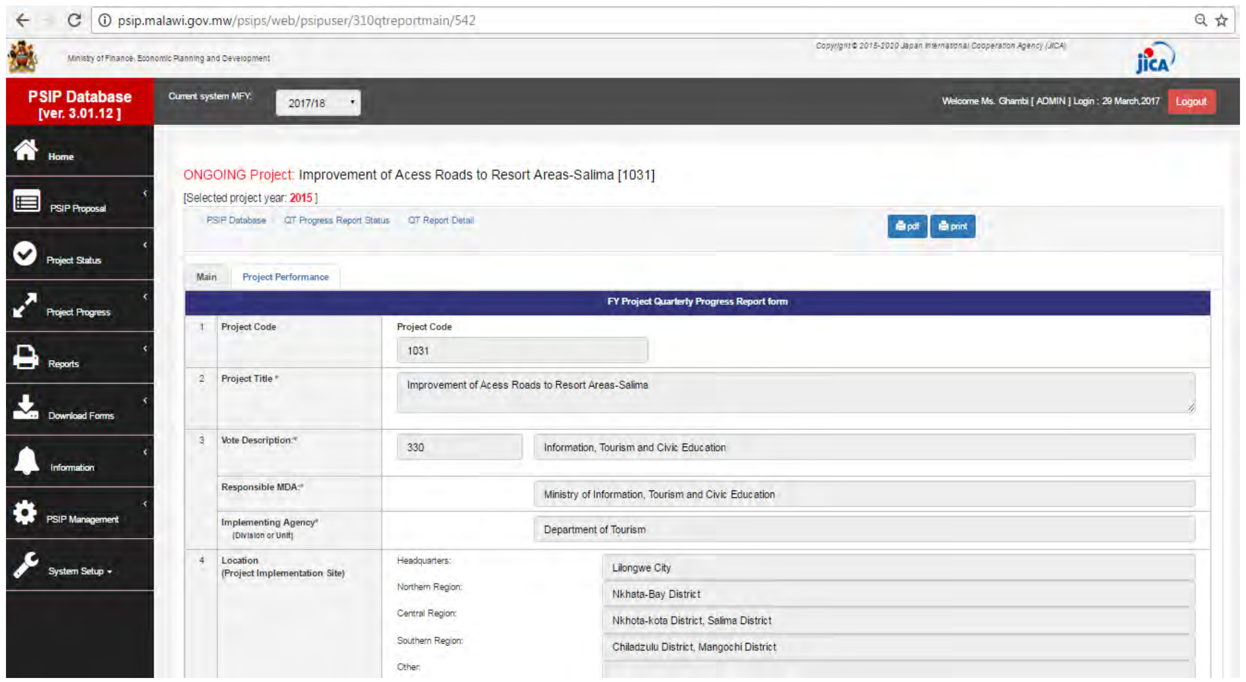
EXTENSION REQUEST

1	Project Code	1183
2	Project Title	Construction of National Stadium
3	Requested Date	Day: 30, Month: 11, Year: 2016
4	Requested by	Name: Sam Madula Position: Secretary for Labour, Youth, Sports and Manapower Development Division: Administration Telephone / Cell: 0993760078 email: samuelmadula@gmail.com
5	Original (Revised) Period	FROM: 2012 07 TO: 2016 06 4

Symfony Design Specification	**Dev. No**	**23WH**	**Prog. Title**	**Completion Report**		
			Route Path			
			In Charge(PSIP)	Shalom	**Date**	27 Mar, 2017
	Main Files		**Model**			
			Control	Psip340CompletionReportController		
			View	completionReportTom.html.twig		

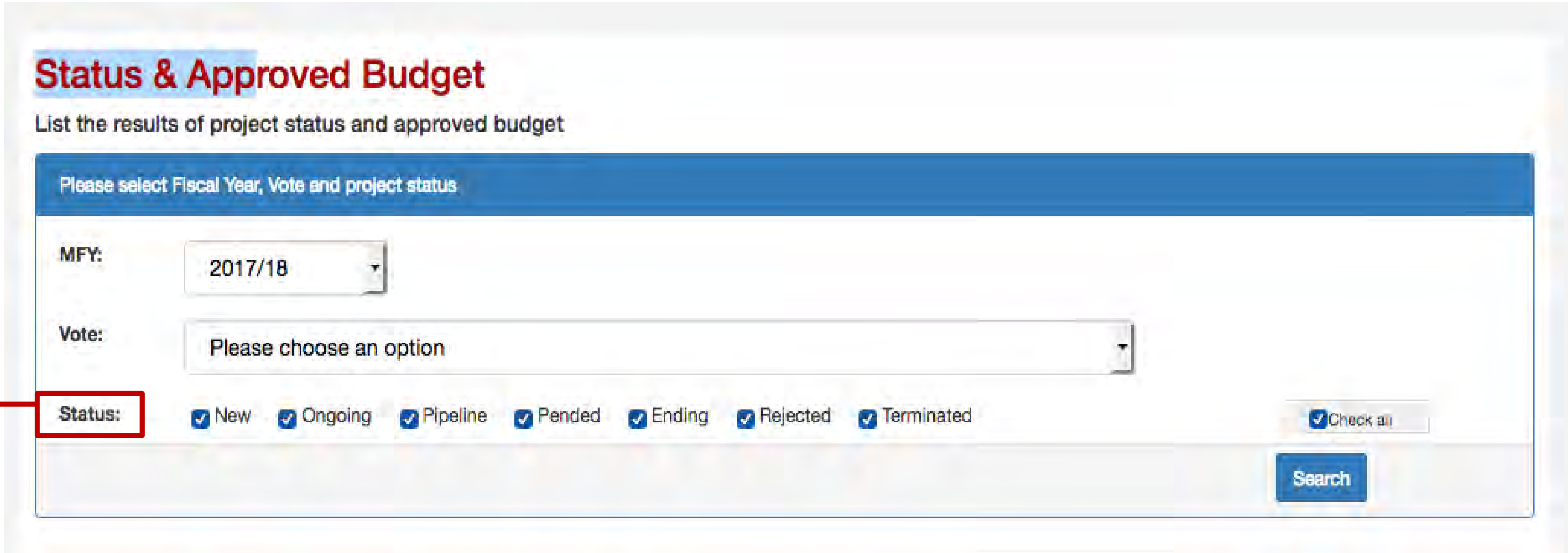
Detail specification

[Specification] Add tabs that displays completion report similar to the one below



Screen Design	**Dev. No**	**25**	**Title**	**Search condition using submission status**		
			Screen Name	**Project status screen**		
			Navigation	**Menu->Project status->Status & Approved Budget**		
			Responsible In PSIP	Gift	**Date**	27 Mar,2017

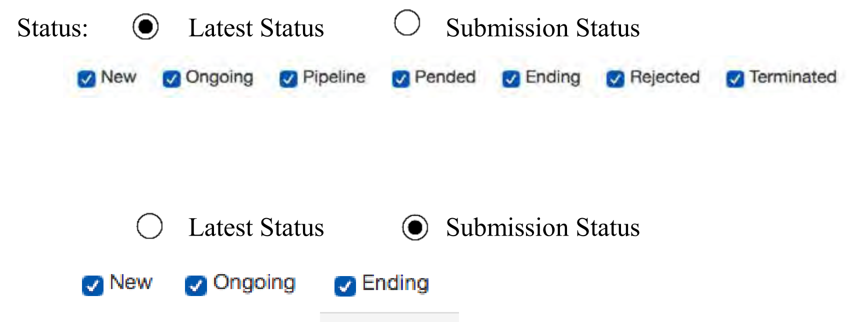
Screen Image or Hard Copy



1 Show radio button to select Submission Status or Lates Status

2 Add the Submission status (New, Ongoing,,Ending).

3 Change Caption "Status" to "Recent Status"



- If Latest Status is selected, show all status.
- If Submission status is selected, show three status.

Symfony Design Specification	Dev. No	25WH	Prog. Title	Search condition using submission status				
			Route Path	/psipuser/210appraisalDecisionTop				
			In Charge(PSIP)	Search condition using submission s	In Charge(PSIP)	Gift	Date	27 Mar, 2017
	Main Files		Model					
			Control	Psip210AppraisalDecisionController.php				
			View	/Psip210AppraisalDecision/appraisalDecisionTop.html.twig				

Detail specification

[Add status search condition to the View]

FormType 1 Create radio button for Latest status or Submission status

View 2 Show radio button to the View (new, ongoing, ending)

3 If Submission status is selected, show only new,ongoing, ending. (JavaScript)

[Show result of the search]

Model 4 Create DQL to obtain latest/submission status matching projects

4.1 A0PsipBaseRepository createDQLStatus() line 71

add parameter $arg_field=null

if ($art_field) {$statusFieldName = $arg_tbl . '.' . $arg_field;)}else{$statusFieldName = $arg_tbl.'.projectStatus';}

4.2 ProjectRepository line 819

add parameter $arg_field=null

4.3 ProjectRepository findProjectsPrevCode line 839

$sql = $sql . parent::createDQLStatus($arg_status, 'p', $arg_field);

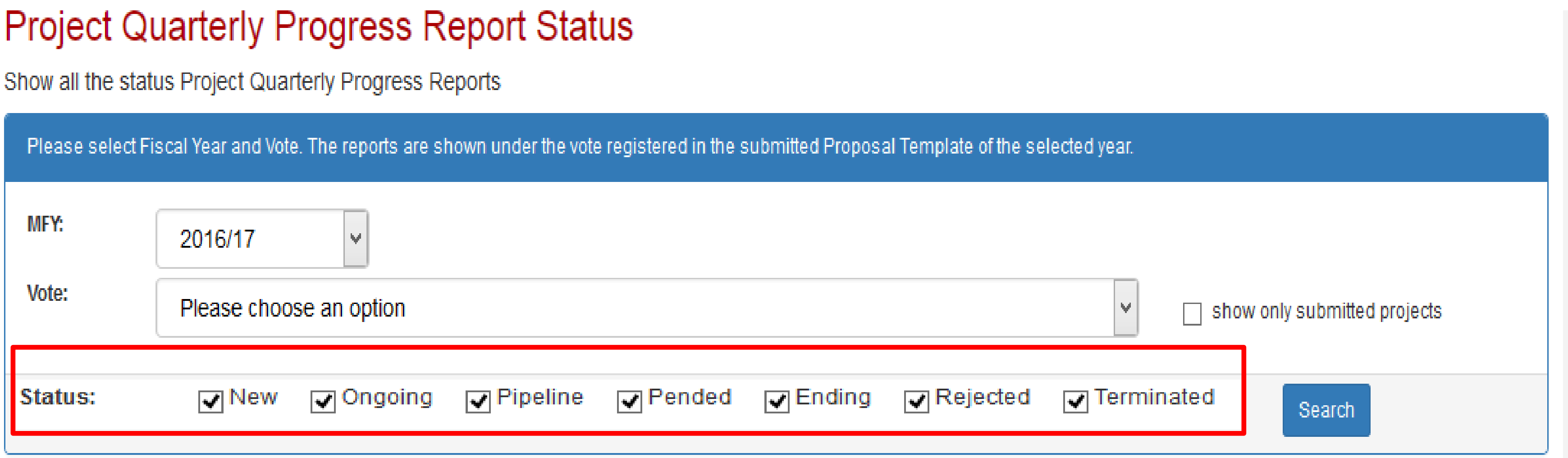
Controller 4 Add search condition to obtain projects

4.1 If Submission status is selected, obtain projects that matches with submission status

4.2 If latest status is selected, obtain projects that matches with latest status

Screen Design	**Dev. No**	**26**	**Title**	**New search condition for project status in the project quarterly report status screen.**			
			Screen Name	**Project status**			
			Navigation	**Menu->Project Progress->Quarterly Progress Report**			
			Responsible In PSIP	**Gift Njoloma**	**Date**	2017/3/29	

Screen Image or Hard Copy



1. Search condition should be included

Symfony Design Specification	Dev. No	26WH	Prog. Title	New search condition for project status in the project quarterly report status screen.		
			Route Path	psipuser/300qtreportstatus		
			In Charge(PSIP)	Gift	Date	27 Mar, 2017
	Main Files		Model			
			Control	Psip300QtReportStatusController		
			View	Psip300QtReportStatus/qtReportStatus.html.twig		

Detail specification

Show Search conditions

FormTYpe — 1 Create Search Condition checkbox

coverd in Symfony_Practice used in the trainig

View — 2 Show search condition

coverd in Symfony_Practice used in the trainig

Show result of search

Model — 1 Change status condition to custome repository methods

1.1 There are three methods calling QtReport repository class to get the QT information.

findByPeriodVoteNameFromProject

findProjectsWithQtProjectNotExist

add method parameter $arg_status

And p.projectStatus <> :x_ongoing ~> And p.projectStatus in :x_status (line 244)

delete ->setParameter('x_ongoing',Const1Repository::PROJECTSTATUS_ONGOING) (line 268)

add ->setParameter('x_status',$arg_status)

findSubmittedQtProjectsNotExist

The same as the above method

Controller — If selected status is O or E, call the method with parameter (O,E)

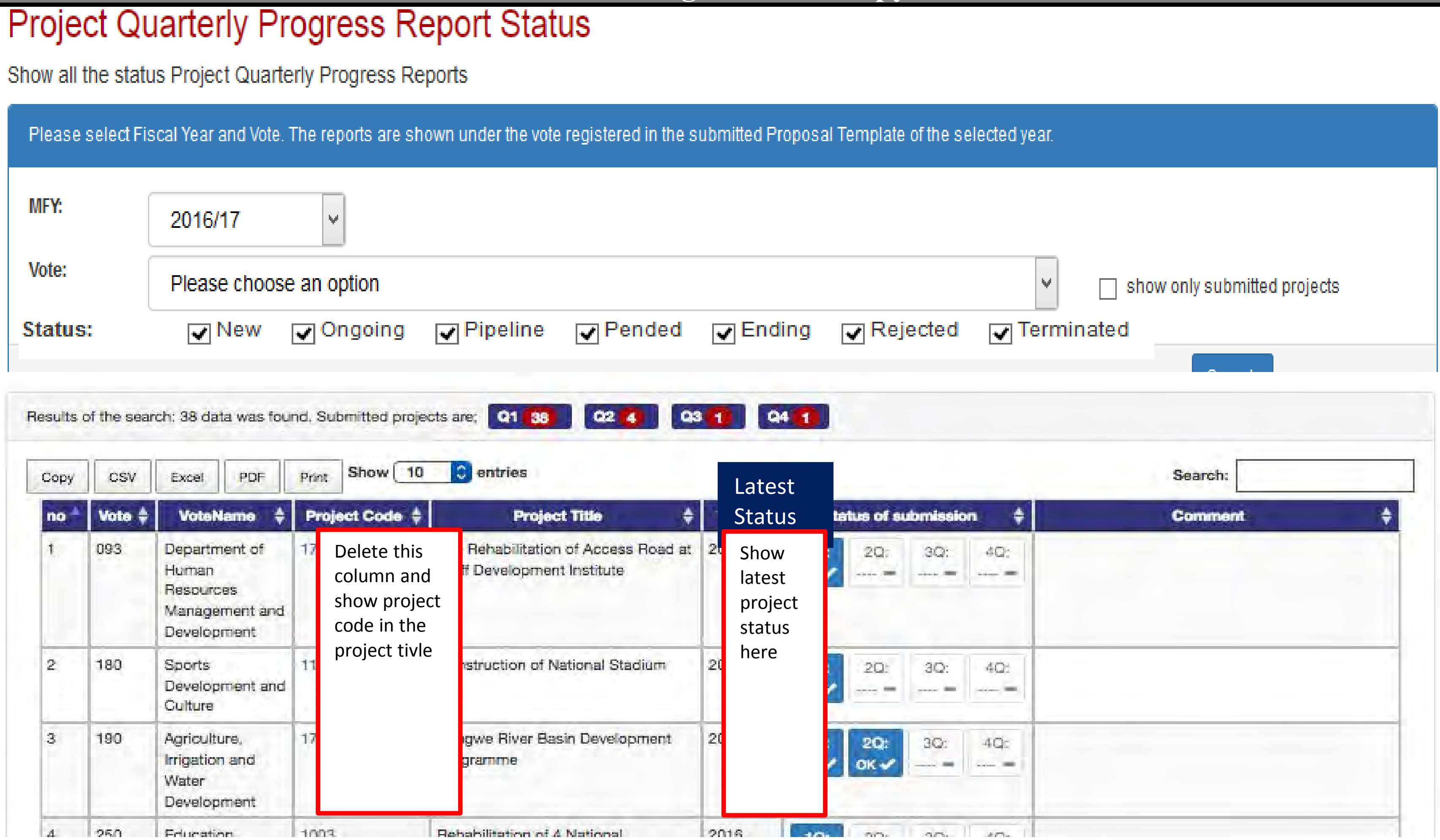
findProjectsWithQtProjectNotExist

If selected status is N,S,P,R,T, then call the method with parameter (N,S,P,R,T)

findSubmittedQtProjectsNotExist

Screen Design	Dev. No	27WH	Title	Add Project status column in the list Project Quarterly.		
			Screen Name	Project Quarterly Progress Report Status		
			Navigation	menu->ProjectProgress->Quarterly Progrees Report		
			Responsible In PSIP	Gift Njoloma	Date	2017/3/29

Screen Image or Hard Copy



Symfony Design Specification	Dev. No	27WH	Prog. Title	Add Project status column in the list Project Quarterly.		
			Route Path	psips/web/psipuser/300qtreportstatus		
			In Charge(PSIP)	Gift	Date	2017/3/29
	Main Files		Model			
			Control	Psip300QtReportStatusController		
			View	Psip300QtReportStatus/qtReportStatus.html.twig		

Detail specification

Model

1 Extract project status

1.1 There are three methods calling QtReport repository class to get the QT information.

The project status is not included in the DQL. Add project status in the select statement.

findByPeriodVoteNameFromProject

findProjectsWithQtProjectNotExist

findSubmittedQtProjectsNotExist

1.2 Get the name of the project status in the retrieved array. Set the status name into the array of $e_projectsQt

View

2 Delete Project Code Column

2.1 Delete Project Code column and set project code together with project title

3 Show status

3.1 Replace year column and change to "Latest status" colum

3.2 Show status name in the array to the status column

Screen Design	Dev. No	28WH	Title	Project status & budget transition copy should display its originality.		
			Screen Name	Project status & budget transition.		
			Navigation	menu-> Process management->Project status & budget transition		
			Responsible In PSIP	Gift Njoloma	Date	2017/3/29

Screen Image or Hard Copy

ems	On Submission	PSIP Recomendation Case A	PSIP Recomendation Case B	PSIP Recomendation Case C	PSIP Recomendation Case D	Allocation Adjustment Copy * Save	Approved Budget
Status	ONGOING	ONGOING	ONGOING	PENDED	PENDED	ONGOING	
Part1	0						
Part2	400,023,956	4,000,000,000	400,000,000	0	0	4,000,000,000	
Total	400,023,956	4,000,000,000	400,000,000	0	0	4,000,000,000	0
Status	ONGOING	ONGOING	ONGOING	ONGOING	ONGOING	ONGOING	
Part1	0	0	0	0	0	0	
Part2	299,824,000	29,982,400	100,000,000	75,000,000	50,000,000	29,982,400	
Total	299,824,000	29,982,400	100,000,000	75,000,000	50,000,000	29,982,400	0
Status	ONGOING	ONGOING	ONGOING	PENDED	PENDED	ONGOING	
Part1	0	0	0	0	0	0	
Part2	2,232,850,000	2,232,850,000	500,000,000	0	0	2,232,850,000	
Total	2,232,850,000	2,232,850,000	500,000,000	0	0	2,232,850,000	0

1. Ongoing should indicate [A] to show its originality..
2. This arrow indicates where it should show the originality of the copies figure.
   E.g. A = Case [A]
   B = Case [B]
   C = Case [C]
3. If it is edited directly, then indicated A,B , C and D will be removed.

Database Detail Design

Dev.No | **28**

Table	add/ change	No.	Column Name	Data Type	Other Attributes	Origin of Column Name	Data Example	Remarks	Version
app_decision_transitio	add		copy_from	Varchar(5)		copy_from	A,B,C,D	after action_type	

Symfony Design Specification	**Dev. No**	**28WH**	**Prog. Title**	display the additional case where the copied figure is originated from.		
			Route Path	psips/web/psipstaff/240bdgtTransTop/2017/050		
			In Charge(PSIP)	Gift	**Date**	2017/3/29
	Main Files		**Model**			
			Control	Psip240BdgtTransController		
			View	Psip240BdgtTrans/bdgtTransTop.html.twig		

Detail specification

DB

1 Add new field to app_decision_transition table. See DDesignDB(2-4) -> Ask to PSIP staff, maybe Gift
2 Regenerate AppDecisionTransition entity

Controller

2 Save copy from information to the project when copied from case
2.1 The save function when copied is executed in bdgtTransCopyAction
2.2 Check where is the pattern selected by client.
2.3 Look for where the information is saved to the AppBudgetTransition entity.
2.4 Set copy from information to the entity with Allocation Adjustment type.

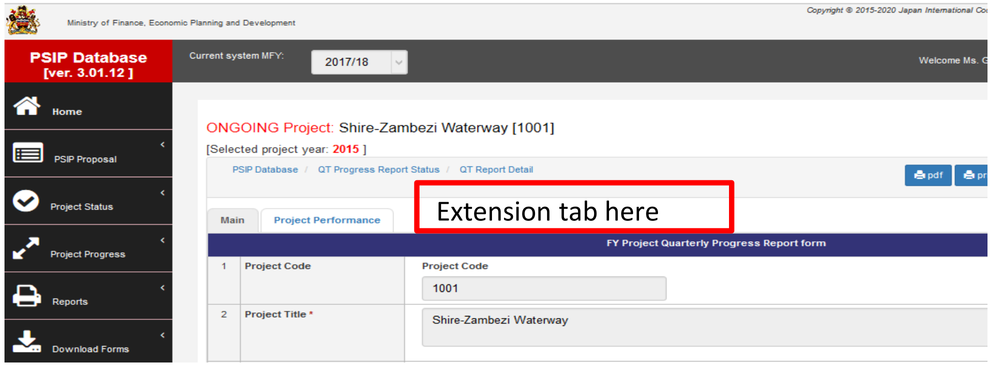
View

3 Show case to Allocation Adjustment
3.1 In the View, around line 524 you can find the status is displayed to the table.
3.2 Be careful that the logic is inside the loop. The status is displayed not only for Allocation Adjustment.
You have to insert logic so that [A] [B] will be shown only in the Allocation Adjustment colum .

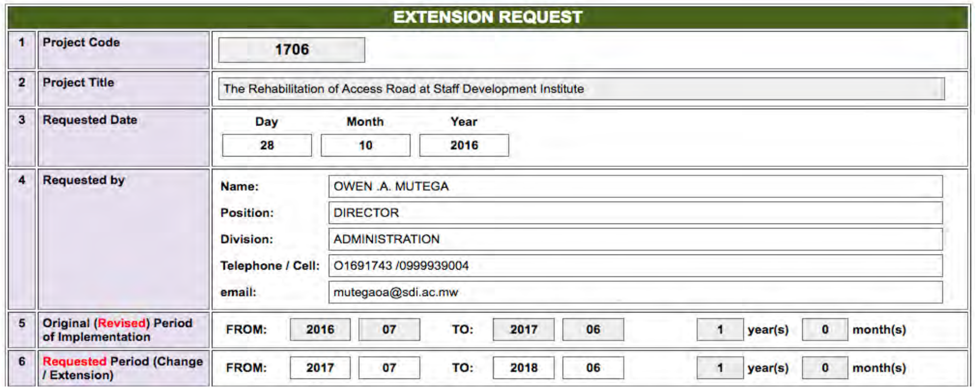
Screen Design	**Dev. No**	**31**	**Title**	**Add Extension Request to Quartery Report**		
			Screen Name	**FY Project Quarterly Progress Extension**		
			Navigation	**Menu>Project Progress>Quarterly Report->click button of submitted quarterly**		
			Responsible In PSIP	**Gift**	**Date**	2017/3/23

Screen Image or Hard Copy

The screen design should be like the image below



Show Extension Request information according to the Excel Sheet



EXTENSION REQUEST

1	Project Code	1706
2	Project Title	The Rehabilitation of Access Road at Staff Development Institute
3	Requested Date	Day: 28 Month: 10 Year: 2016
4	Requested by	Name: OWEN .A. MUTEGA Position: DIRECTOR Division: ADMINISTRATION Telephone / Cell: O1691743 /0999939004 email: mutegaoa@sdi.ac.mw
5	Original (Revised) Period of Implementation	FROM: 2016 07 TO: 2017 06 1 year(s) 0 month(s)
6	Requested Period (Change / Extension)	FROM: 2017 07 TO: 2018 06 1 year(s) 0 month(s)

Smarty Design Specification	**Dev. No**	**31WM**	**Prog. Title**	**Quarterly Progress Format**			
			Web Route Path	/psips/web/psipuser/300qtreportstatus			
			In Charge (PSIP)	**Gift Njoloma**	**Date**	2017/3/29	

Detail specification

Add Ectension Request Tab to the existing Menu

Tab should display Extension Request

Symfony Design Specification	Dev. No	31WH	Prog. Title	Extension Request Report		
			Route Path	psips/web/psipuser/300qtreportstatus/new route		
			In Charge(PSIP)	Gift	Date	2017/3/29
	Main Files		Model			
			Control	Psip330QtReportExtensionController (New)		
			View	Psip330QtReportExtension/qtReportExtension.html.twig (New)		

Detail specification

ExtensionRequest table

Follow the Symfony_Practice.pdf we use during the training

Unmet Outcomes

Model

1. Get joined outcome and unmet_outcome record
   Create DQL in OutcomeRepository

2. Get joined output and unmet_output record
   Create DQL in OutputRepository

Controller

1. Get unmetOutcome information from OutcomeRepository

2. Get unmetOutput information from OutputRepository

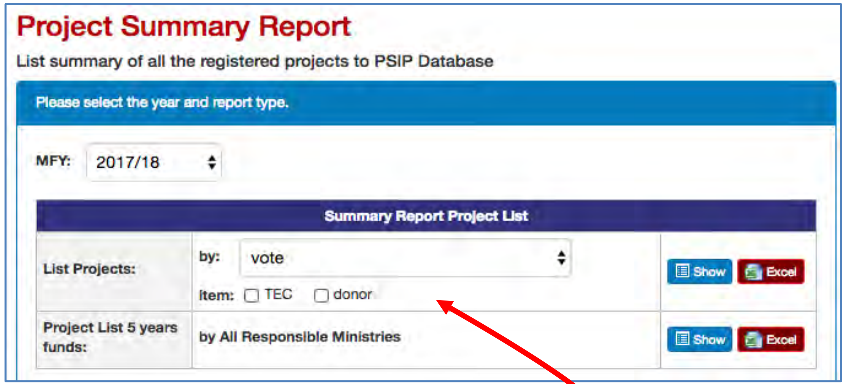
View

1. Create table for Unmet Outcomes

2. Create table for Unmet Outputs

Screen Design	**Dev. No**	**35**	**Title**	**Add PSIP report showing the project,purpose,progress**			
			Screen Name				
			Navigation	**Menu>Project Progress>Quartery Report->click button of submitted quarterly**			
			Responsible In PSIP	**Gift**	Chisomo	**Date**	

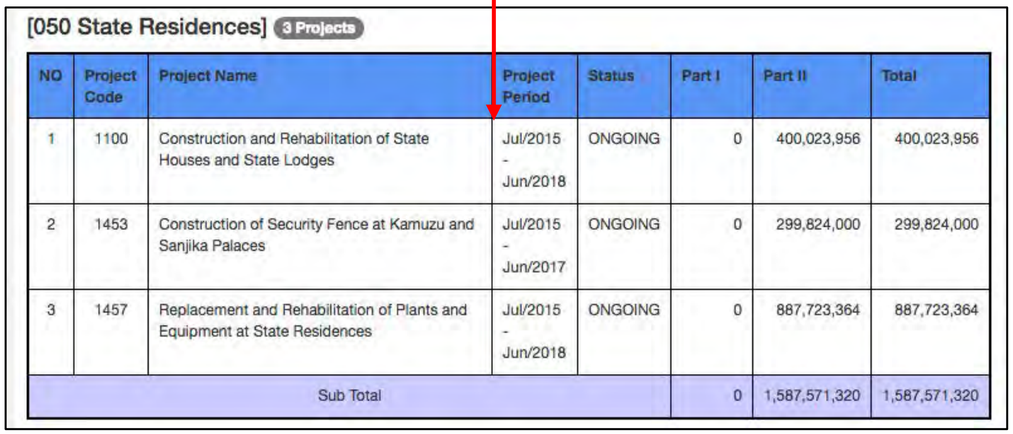
Screen Image or Hard Copy



Add two options
in the checkbox

☐ purpose ☐ progress

When the user click the Show button,
Insert purpose or progress information according
to the user selection in the next screen.



[050 State Residences] 3 Projects

NO	Project Code	Project Name	Project Period	Status	Part I	Part II	Total
1	1100	Construction and Rehabilitation of State Houses and State Lodges	Jul/2015 - Jun/2018	ONGOING	0	400,023,956	400,023,956
2	1453	Construction of Security Fence at Kamuzu and Sanjika Palaces	Jul/2015 - Jun/2017	ONGOING	0	299,824,000	299,824,000
3	1457	Replacement and Rehabilitation of Plants and Equipment at State Residences	Jul/2015 - Jun/2018	ONGOING	0	887,723,364	887,723,364
Sub Total					0	1,587,571,320	1,587,571,320

Smarty Design Specification	Dev. No	31WM	Prog. Title	Quarterly Progress Format		
			Web Route Path	/psips/web/psipuser/300qtreportstatus		
			In Charge (PSIP)	Gift Njoloma	Date	2017/3/29

Detail specification

Add Ectension Request Tab to the existing Menu

Tab should display Extension Request

Symfony Design Specification	**Dev. No**	**35WH**	**Prog. Title**	Add PSIP report showing the project,purpose,progress		
			Route Path	/psipuser/400summarytop		
			In Charge(PSIP)	Chimwemwe Chisomo	**Date**	2017/3/29
	Main Files		**Model**			
			Control	Psip420ListProjectsController.php		
			View	listProjects.html.twig		

Detail specification

DB

1. Regenerate FinanceSummary

progess_summary is in the finance_summary table

FormType

1. Add two chckbox for purpose and progress

Psip400SummaryTopType

Controller

Psip420ListProjectsController.php

1. Get progress_summary from finance_summary table
2. Set to project entity

View

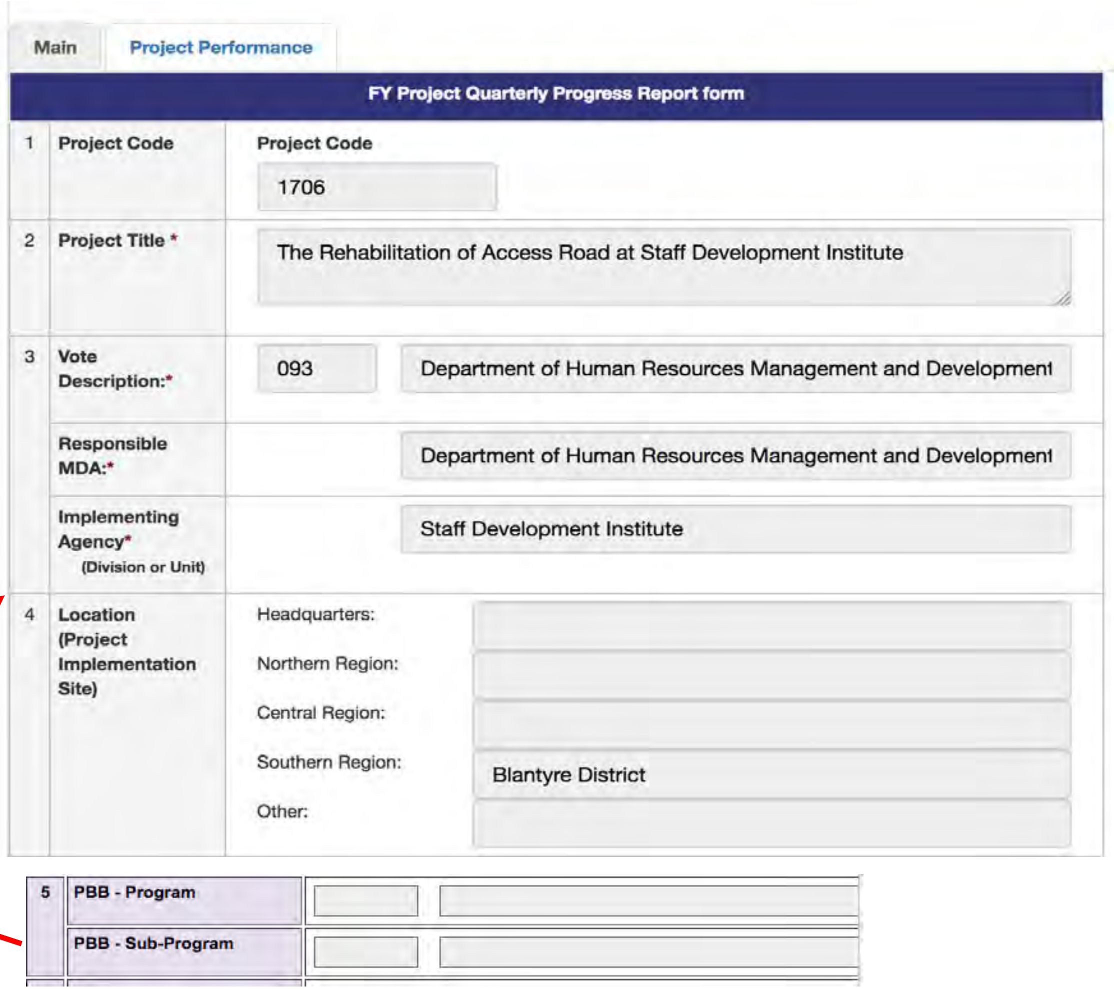
listProjects.html.twig

1. Show purpose, progress summary according to the selection of the user in the previous page.

Screen Design	**Dev. No**	31WH	**Title**	**Add PBB Information on quartey report on Web**			
			Screen Name	**Project Quarterly Progress Report (Main)**			
			Navigation	**Menu>Project Progress>Quartery Report->click button of submitted quarterly**			
			Responsible In PSIP	**Gift**	**Date**		

Screen Image or Hard Copy

The screen design should be like the image below



Main | Project Performance

FY Project Quarterly Progress Report form			
1	Project Code	Project Code: 1706	
2	Project Title *	The Rehabilitation of Access Road at Staff Development Institute	
3	Vote Description:*	093	Department of Human Resources Management and Development
	Responsible MDA:*		Department of Human Resources Management and Development
	Implementing Agency* (Division or Unit)		Staff Development Institute
4	Location (Project Implementation Site)	Headquarters:	
		Northern Region:	
		Central Region:	
		Southern Region:	Blantyre District
		Other:	
5	PBB - Program		
	PBB - Sub-Program		

Insert the PBB information

Smarty Design Specification	**Dev. No**	**31WM**	**Prog. Title**	**Quarterly Progress Format**			
			Web Route Path	/psips/web/psipuser/300qtreportstatus			
			In Charge (PSIP)	**Gift Njoloma**	**Date**	2017/3/29	

Detail specification

Add Ectension Request Tab to the existing Menu

Tab should display Extension Request

Symfony Design Specification	**Dev. No**	**36WH**	**Prog. Title**	**Add PBB Information on quartey report on Web**	
			Route Path	psipuser/310qtreportmain/	
			In Charge(PSIP)	Gift	**Date** 2017/3/29
	Main Files		**Model**		
			Control	Psip310QtReportMainController.php	
			View	show.html.twig	

Detail specification

View

1. Insert PBB Title in the View.

2. Insert PBB Information from Entity

pbbProgramCode

pbbProgramName

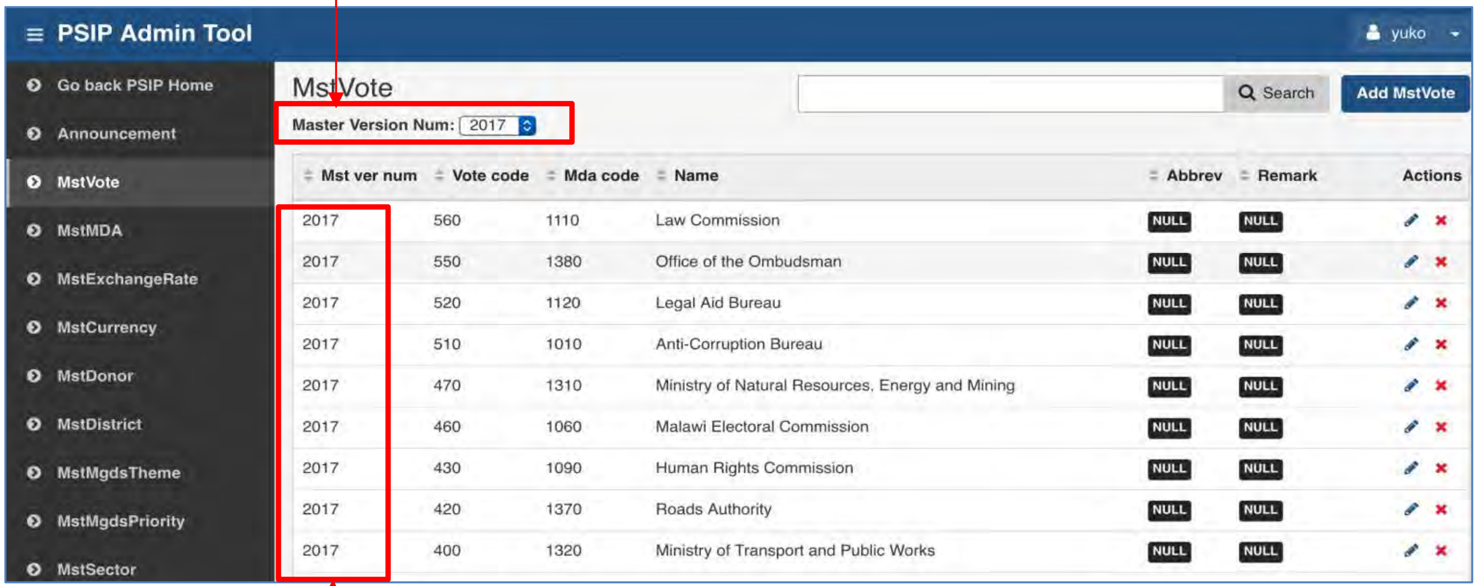
pbbSubProgramCode

pbbSubProgramName

Screen Design	Dev. No	38	Title	Add search condition by FY(Mst Ver Num) to enable searching the master		
			Screen Name	PSIP Admin Tool		
			Navigation	Menu>System Setup->Admin Tool		
			Responsible In PSIP		Date	

Screen Image or Hard Copy

Show dropdown list to select master version number for only master data (which



Show only data that corresponds to the selected Master Version Number

Symfony Design Specification	Dev. No	38WH	Prog. Title	Add search condition by FY(Mst Ver Num) to enable searching the master		
			Route Path	/admin/920admintool		
			In Charge(PSIP)		Date	
	Main Files		Model			
			Control			
			View	src/Jica/PsipBundle/Resources/views/Psip920EasyAdmin/list.html.twig		

Detail specification

config.yml

1 setup configuration

1.1 Set max results to 1000

```
list:
  actions:
    - {name: 'edit', icon: 'pencil', label:''}
    - {name: 'delete', icon: 'remove',label:''}
    max_results: 1000
```

1.2 add entities that are missing

1.3 change entities data type of mstVerNum field definition

MstVote

```
        list:
              fields: [{property:'mstVerNum', type:'text'},
              'voteCode', 'mdaCode', 'name', 'abbrev', 'remark']
```

View

2 Change View   src/Jica/PsipBundle/Resources/views/Psip920EasyAdmin/list.html.twig

2.1 Get Current FY from session

```
{% set t_currentFY = app.session.get('s_objPsipOperation').currentYear %}
```

2.2 On the 2nd line, create dropdown list

```
{% block content_header %}
  {{ parent() }}
          Create dropdown list for year from 2004 to current year


{% endblock content_header %}
```

JavaScript

3 Create JavaScript logic to show only corresponding data of FY on the top pa

3.1 Before the end of line crete <script> tag and jQuery method

```
{% block body_javascript %}
  {{parent() }}
  <script>
  $(document).ready (function (){
     var vtd=$('td[data-label=" Mst ver num "]').html().trim();
    $ ('td[data-label=" Mst ver num "]').each(function (){
       if ($(this).text().trim() != correspondingFY){
      $ (this).parent ('tr').hide();
      }
    })
  });
  </script>
{% endblock %}
```

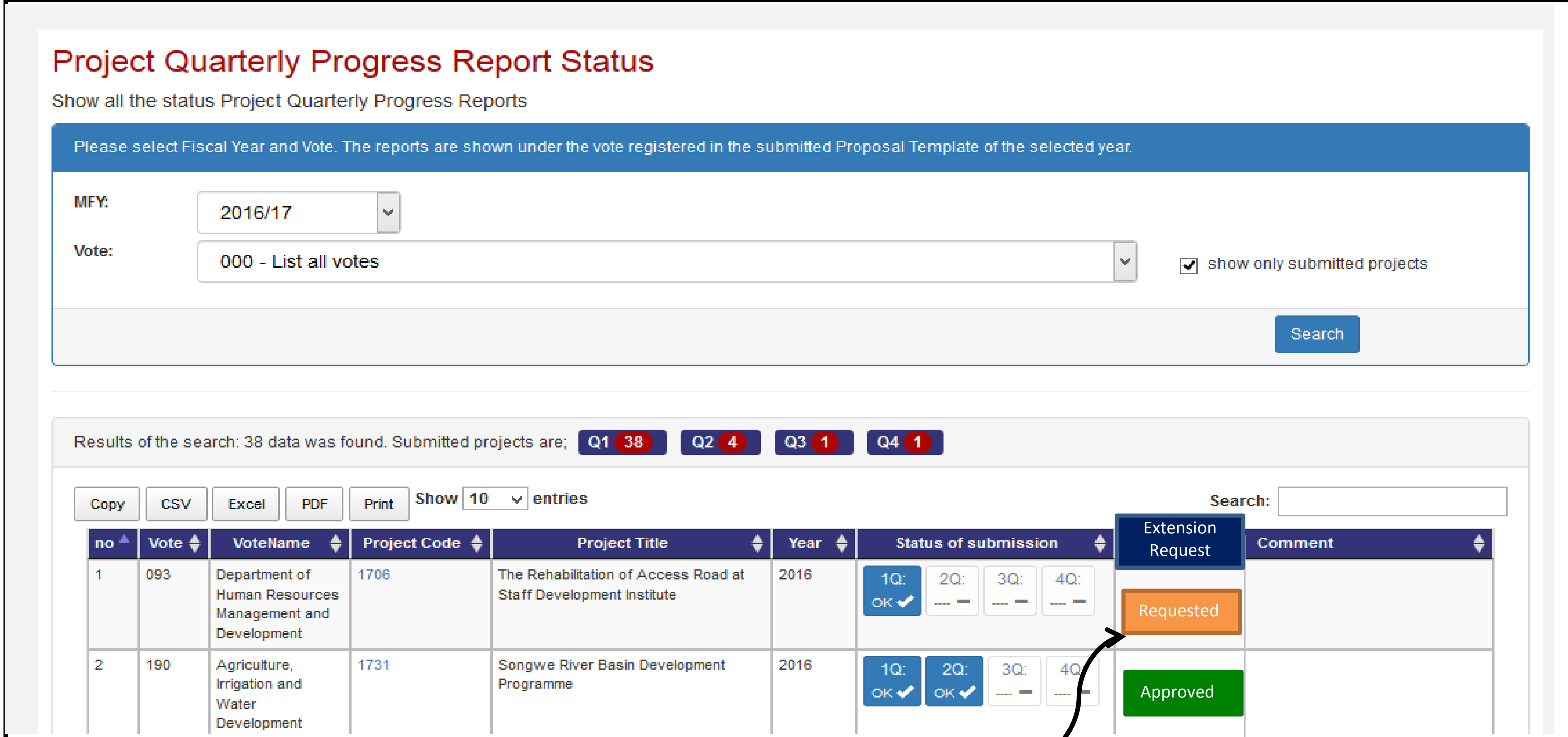
4 Create on change event. If FY is selected from dropdown list,

show/hide corresponding data

See the jQuery textbook. This is what we have practiced during the jQuery session.

Screen Design	**Dev. No**	**42**	**Title**	**Extension mark**		
			Screen Name	**Project Quarterly Progress Report Status**		
			Navigation	**psip/web/psipuser/300qtreportstatus**		
			Responsible In PSIP	Chimwemwe Nyirenda	**Date**	29/03/2017

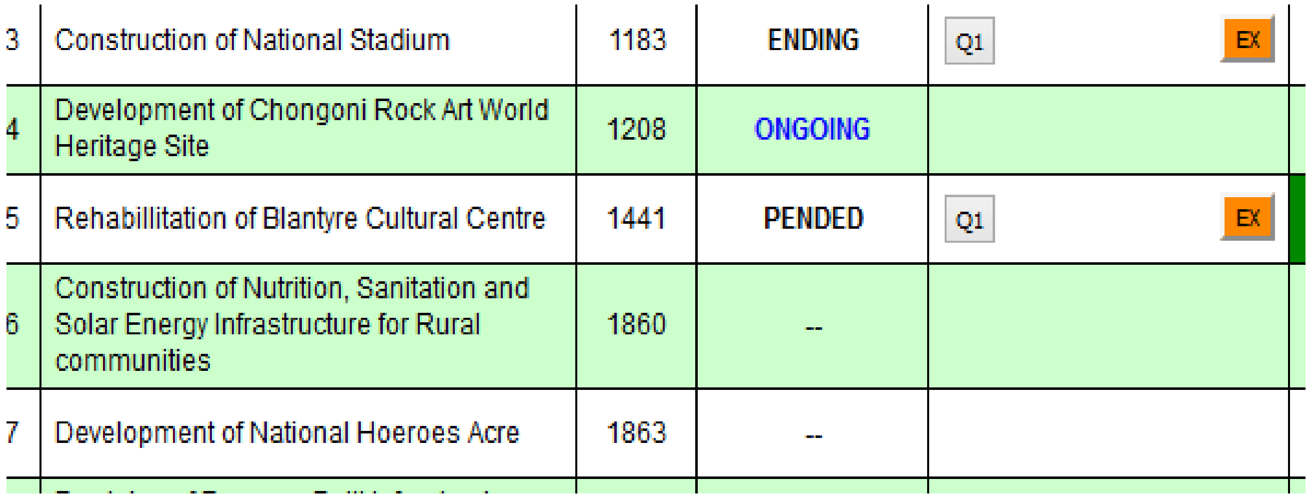
Screen Image or Hard Copy



1.Add extension mark if the project has extension request in the Quarterly Progress Report Status Screen above
2.Add another column before comment then indicate button that can link you to extension form.

Symfony Design Specification	**Dev. No**	**42WH**	**Prog. Title**	Extension mark		
			Route Path	psip/web/psipuser/300qtreportstatus		
			In Charge(PSIP)	Chimwemwe Nyirenda	**Date**	29/03/2017
	Main Files		**Model**			
			Control	psip/web/psipuser/300qtreportstatus Controller.php		
			View			

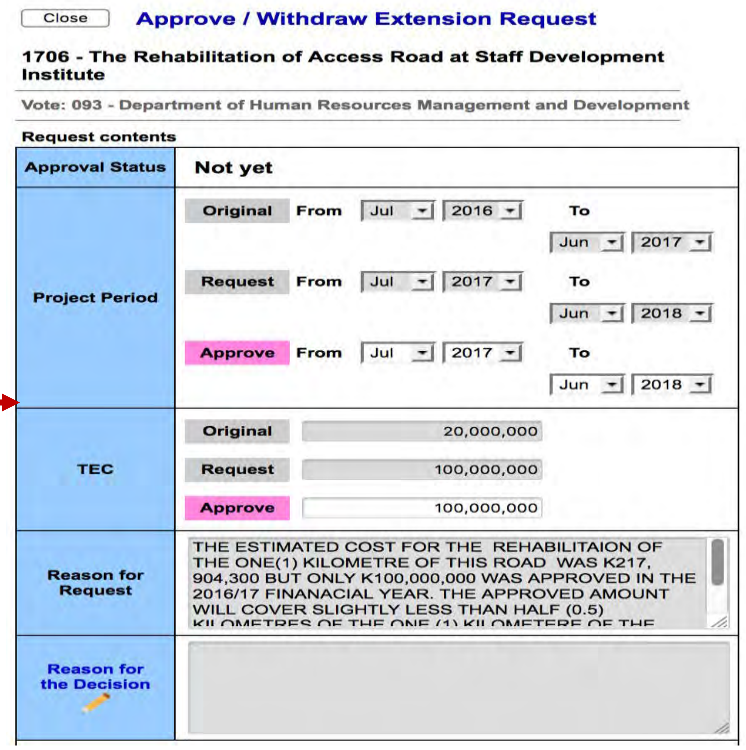
Detail specification



3	Construction of National Stadium	1183	ENDING	Q1	EX
4	Development of Chongoni Rock Art World Heritage Site	1208	ONGOING		
5	Rehabillitation of Blantyre Cultural Centre	1441	PENDED	Q1	EX
6	Construction of Nutrition, Sanitation and Solar Energy Infrastructure for Rural communities	1860	--		
7	Development of National Hoeroes Acre	1863	--		

Requested

psip_process_mgmt/approve_extension.php?pc=1706&fy=2017&qid=680



You need to come up with the way where by

1.Add extension status to the Quarterly progress report

2.PSIP user and MDA user should be able to know that this project is due to extension request

3.As an example in process management extension status is done as shown above so you can take this example

URL for popu psip_process_mgmt/approve_extension.php?pc=1706&fy=2017&qid=680
pc: project_code
fy: year (Fiscal Year of PSIP proposal, not the year of QT Report)
qid: qt_report_id

[JavaScript for Popup window]

```
window.open('approve_extension.php' + '?' + param,
approve_extension',
width=640,height=720,menubar=no,status=yes,scrollbars=yes');
```

Screen Design	**Dev. No**	**43**	**Title**	**Use PSIP2 database and integrate into the menu structure in Download Project Templates.**			
			Screen Name	**Download Project Templates**			
			Navigation	**Download forms**			
			Responsible In PSIP		**Date**		

Screen Image or Hard Copy

1 The current program refers psip database which is created in the previous CEPSIP1.
Change the database to psip2.

2 The current screen is not integrated into the menu system.
Change the layout integrating into the symfony menu system.

Symfony Design Specification	Dev. No	42WH	Prog. Title	Display extension information to Status change screens			
			Route Path	psip/form_ongoingOut.php?type=			
			In Charge(PSIP)			Date	
	Main Files		Model				
			Control				
			View				

Detail specification

1. Integrate PHP files into Symfony

1.1 Refer the Symfony_practive 7. Integrate PHP file into Symfony

1.2 You have to solve some php errors such as index not defined.

1.3 Import necessary php files and place them under view.

- db_control.php
- functions.php
- maintenance.php
- setting.ini
- settings.php

1.4 The route information is required in the setting.ini with route name

[940proposalDownload]
permission_page = 1
permission_list = 1
permission_edit = 2
permission_del = 4
table_name = "votes"
header_title = "Download Project Templates"
navi_title = "Project Templates"
navi_item = "Project Templates"
new_title = "Download Project Templates"
list_title = "Download Project Templates"

2 Integrate into menu system

2.1 Create action in the same Controller

action name	downloadTopAction
route	/psipuser/940downloadTop
template	@Template()
return	return array(); // nothing to pass

2.2 Create view downloadTop.htm.l.twig

you can copy from announcement.html.twig and rename it. Delete the content after <h2> tag

The above html.twig extends basepsipmenu.html.twig which contains menu layout.

2.3 call your download php action from the view.

{{ render(controller('JicaPsipBundle:Psip940ProposalDownload:index'))}}

2.4 Create route information in the setting.ini with route name

2.5 call from the browser

3 Change database to psip2

3.1	db_control	db_connect()	change database to psip2
3.2	formOngointOut.html.php	list_votes()	change sql where vote records are retrieved.
3.3	formOngointOut.html.php	list_votes()	change vote_name to name where select options are created.

4 Additional function

4.1 show vote code-vote name for the dropdown

4.2 delete list-all from the dropdown list

4.3 Change the template directory name

get the current FY and convert directory name

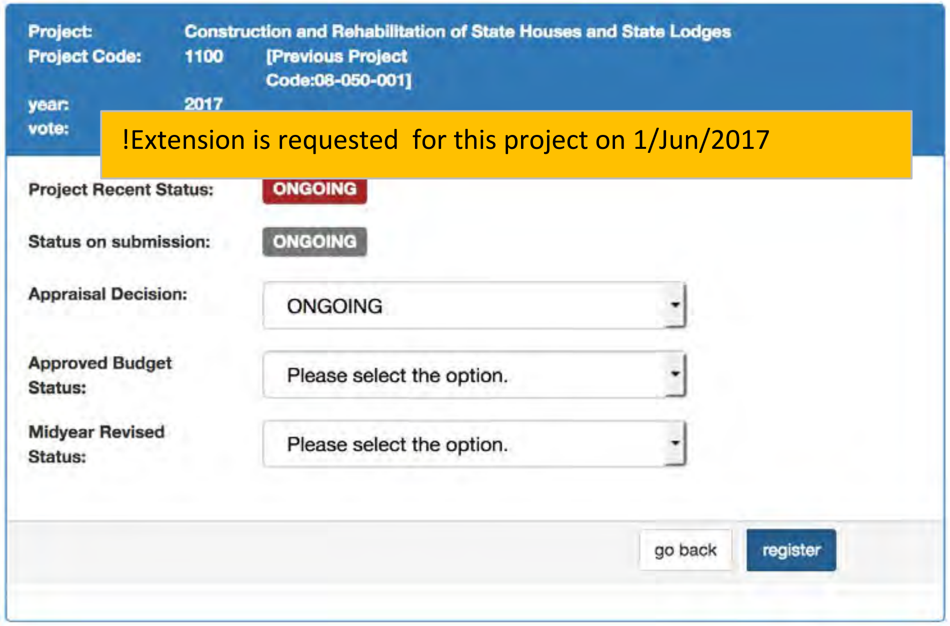
2017-18 =>2018-19

Screen Design	Dev. No	44	Title	Display extension information to Status change screens		
			Screen Name			
			Navigation			
			Responsible In PSIP		Date	

Screen Image or Hard Copy

Show Extension request information in the status change screens
target screen;
* Edit Appraisal Results of Proposals
* Initial Appraisal
* Final Appraisal
* Project Status & Budget Transition (each project)
* Approved Status & Budget Registration

Extension is requested on 1/Jun/2017



Symfony Design Specification	Dev. No	42WH	Prog. Title	**Display extension information to Status change screens**			
			Route Path	psipuser/350showExtension			
			In Charge(PSIP)			Date	
	Main Files		Model				
			Control	Psip350ExtensionInfo.php	showExtensionAction		
			View	Psip350ExtensionInfo/showExtension.html.twig			

Detail specification

Controller

1. Create Contoller Psip340ExtensionInfo.php

2. Get ExtensionRequest Entity

3.Pass entity to the twig

View

1. Show the message obtained from ExtensionRequest Entity

View of target screens

1. Include the Controller Psip340ExtensionInfo to the target screens