

PUBLIC SECTOR INVESTMENT PROGRAMME

MANUAL INITIATION APP

Prepared by:



www.edata.bz



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1 Access the Public Sector Investment Programme MIS

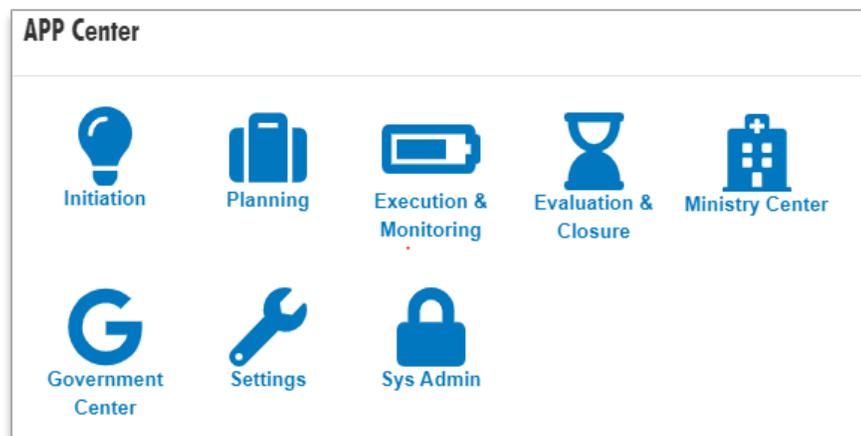
A computer with internet access is required to navigate to the log-in screen. To access the Public Sector Investment Programme, follow the instructions below in text and as per screenshot diagram. At this point you should have received a user name and password from the System Administrator with all rights and privileges thereto.

1. Click [here](#) if you are seeing this document online, or type in the entire URL, <http://dominica.edata.bz/> into your browser's address bar.
2. Enter the **user name** you were provided.
3. Enter your **password**.
4. Tick the **Security checkbox** to verify you are not a robot
5. Click **login**.

(Note: **Do not** check the "Remember my password" box.)



6. Once Logged in click  on the right corner of the menu bar to enter the **App Center** then Select  **Initiation**



2 Add a Project Concept

This section outlines **adding a Project Concept**:

1. Once in the Initiation app Click **Add a Project**
(Initiation » Add a Project)

+ Add a Project

2.1 Concept/Idea Profile

This section covers the general information of the project concept

A D D A P R O J E C T >> N E W C O N C E P T / I D E A

Concept / Idea Profile

National Objectives

Overall Objectives

Locations

Locations Map

Beneficiaries

Attachments

Save

Project Title:

Ministry:

Department/Unit:

Project Description:

Sector:

Sub-Sector:

Proposed Start Date:

Proposed End Date:

Years:

Months:

Funding Agencies: **ALL** ✓ **NONE** ✗

Executing Agency:

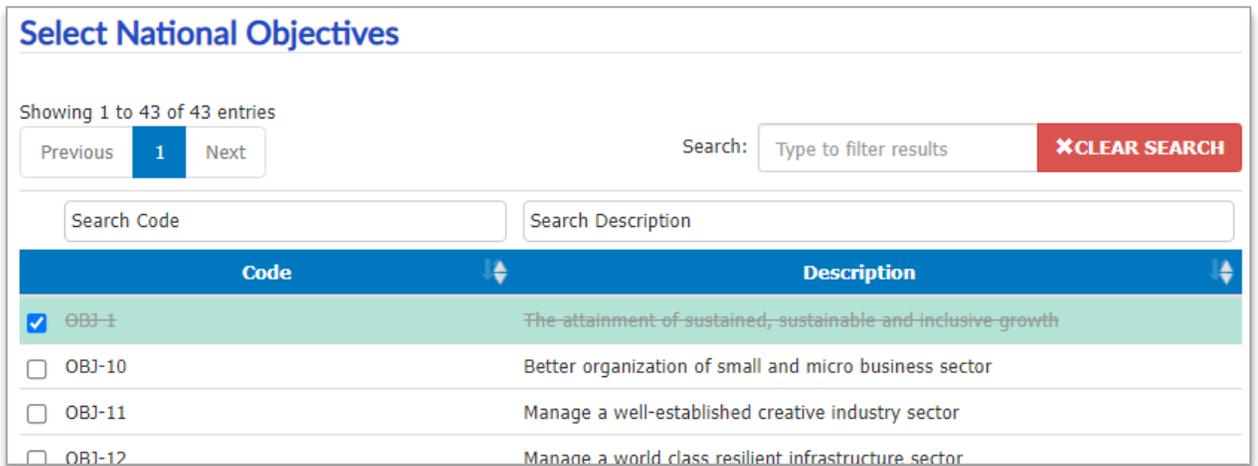
Fields

1. Project Title: The title given to the project
2. Ministry: The Ministry responsible for the project
3. Department: The Department which the project will fall under.
4. Project Description: Information describing the project in more detail
5. Sector: The development sector under which the project will fall.
6. Sub-Sector: The development sub-sector in which the project will fall under.
7. Sectorial Alignment: Is the project aligned with national and/or sectorial plans?
8. Currency: The Currency in which the project will be denominated.
9. Proposed Cost: An idea or estimate of the overall project cost.
10. Amount BZD: The proposed cost in Belize Dollars.
11. Proposed Start Date: An idea or estimate of the start date of the project
12. Proposed End Date: An idea or estimate of the end date of the project
13. Proposed Years: The duration of the project in years.
14. Funding Agencies: The proposed funding agencies for the project.

Note: All fields with a red asterisk * beside them must be filled out for a Project Concept to be created. Field boxes in grey will fill automatically using the drop-down arrow. Clicking the **ALL ✓** button will select all funding agencies. Clicking the **NONE X** button will remove all funding agencies already selected.

2.2 Add a National Objectives

1. To add a new National Objective Click  **Select National Objective**
2. Tick the checkbox next to the National objectives you would like to add to the project



Select National Objectives

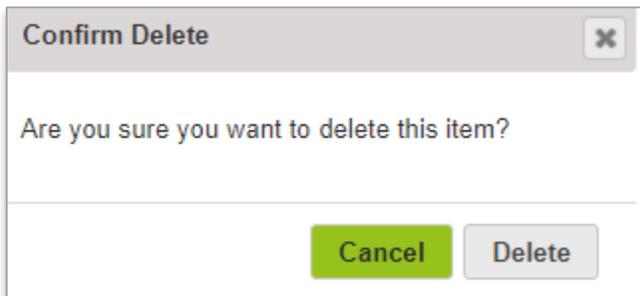
Showing 1 to 43 of 43 entries

Previous **1** Next

Search: **CLEAR SEARCH**

Code	Description
<input checked="" type="checkbox"/> OBJ-1	The attainment of sustained, sustainable and inclusive growth
<input type="checkbox"/> OBJ-10	Better organization of small and micro business sector
<input type="checkbox"/> OBJ-11	Manage a well-established creative industry sector
<input type="checkbox"/> OBJ-12	Manage a world class resilient infrastructure sector

3. When finished click **SAVE & CLOSE**
4. To remove a National Objective from the project, Click **DELETE** aligned with that objective. Then Click Delete to confirm the deletion.



Confirm Delete ✕

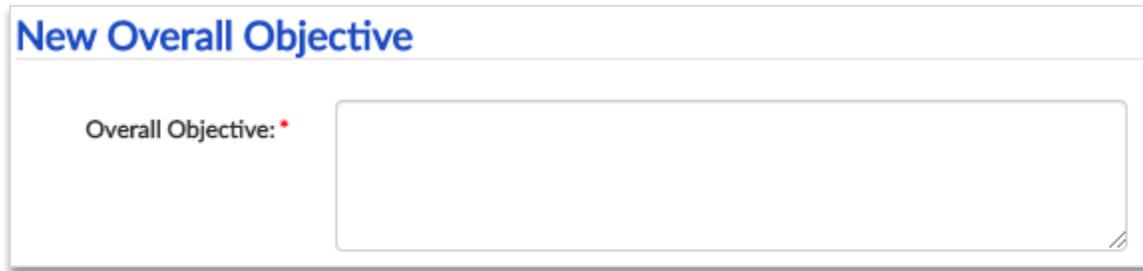
Are you sure you want to delete this item?

Cancel **Delete**

2.3 Overall Objectives

The goal or aim of the project concept is outlined here.

1. To enter an objective for the project simply enter your Objective in the box provided



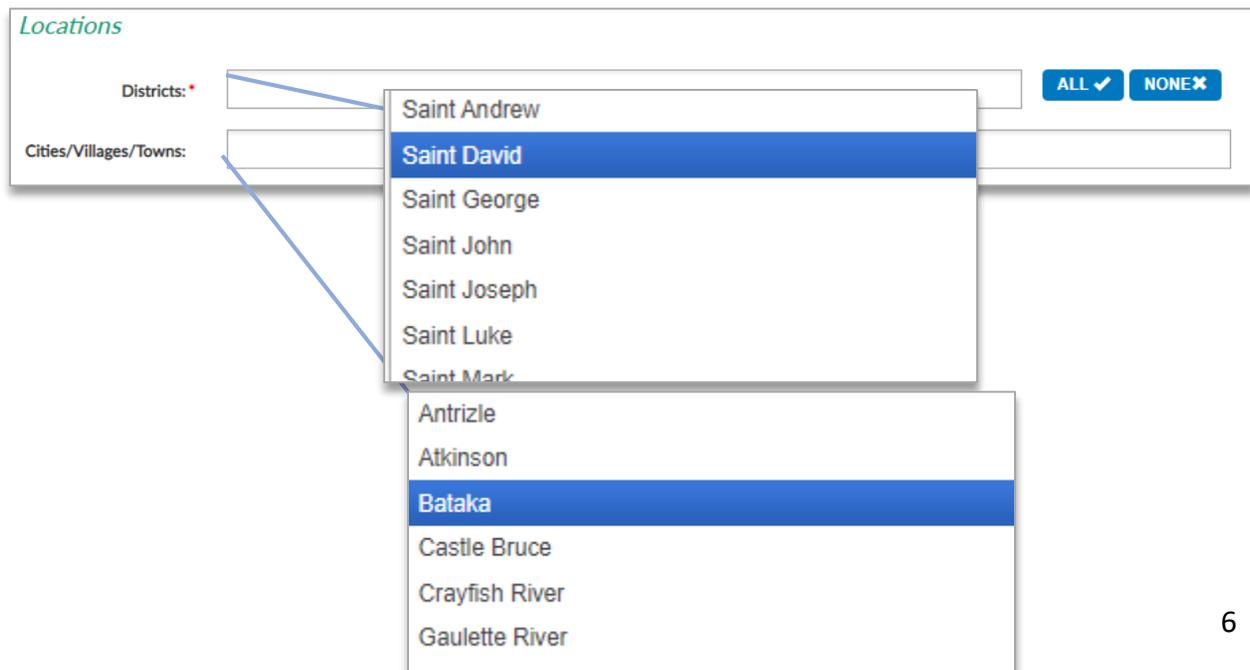
2. Click **SAVE & CONTINUE** to save and enter another objective or **SAVE & CLOSE** to save and close the prompt.

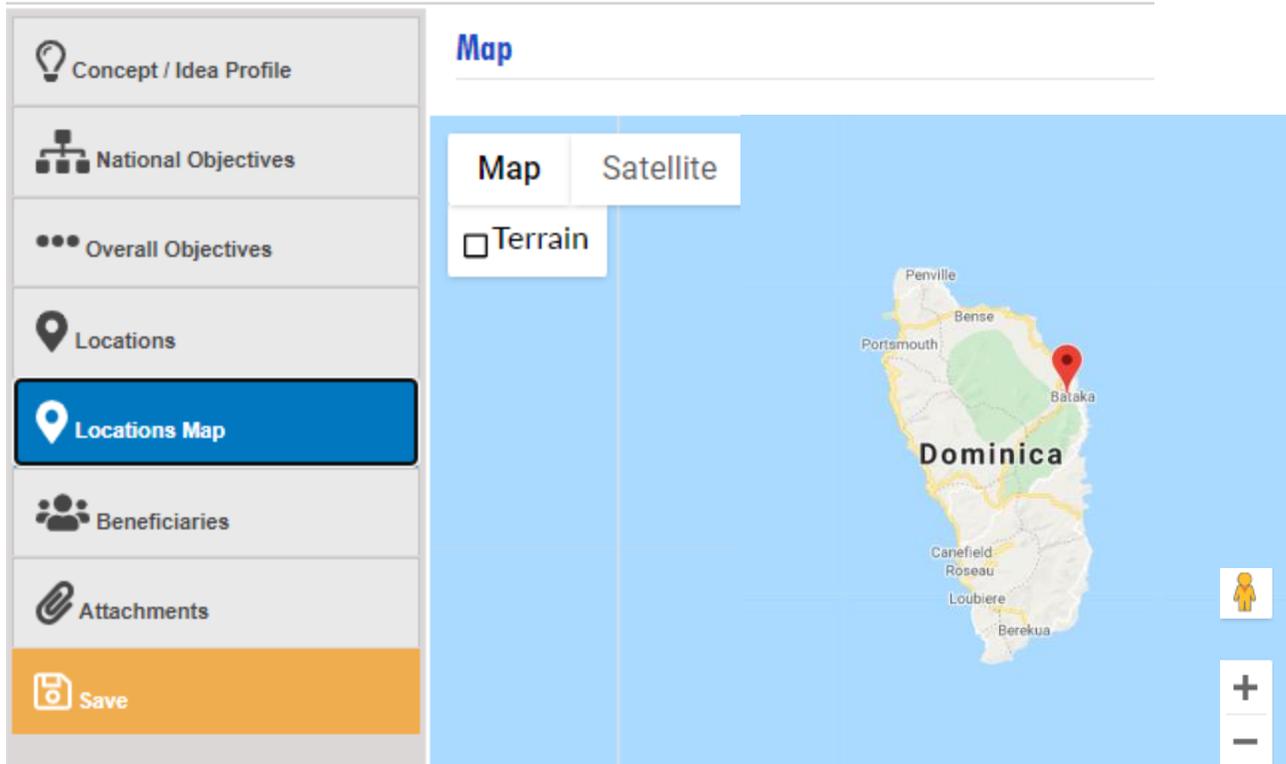
2.4 Location & Location Map

This section outlines selecting and adding project location(s)

1. Click **“Location”** from the Side bar
2. **Select** a District from the drop down box
3. **Select** a village, city or town from the drop down box
4. Click **“Location Map”** from the side bar.

(This allows you to view the location you previously entered.)





5. To Zoom in or out on the location you've selected use the  your screen.
6. To get a street view of the location use 

2.5 Beneficiaries

This section will capture the groups who will benefit from this project.

To Add a New Beneficiary:

- 1 Click  **New Beneficiary**
- 2 Fill in the fields for your target group.
- 3 Click **SAVE & CONTINUE** to enter more beneficiaries or **SAVE & CLOSE** to close the prompt

New Beneficiary

Target Group *

Beneficiary Type *

No. of Beneficiary

No. of Females

No. of Males

No. of People

Beneficiary Age Group

Fields

1. **Enter** the targeted group
2. **Select** beneficiary type from the drop down box
3. **Enter** the number of beneficiaries
4. **Enter** the number of **females** beneficiaries
5. **Enter** the number of **males** beneficiaries
6. **Enter** the **total** number of People

2.6 Attachments

This section outlines adding supporting documents to the project concept.

To Upload an Attachment:

1. To upload a file Click  **Upload Attachments**
2. From the Dropdown boxes **Select** the type of document you are uploading and the the Funding Agency to which the document applies." E.g. financing agreement or appraisal report for Funding Agency A; or feasibility study financed by Funding Agency B
3. **Enter** a description for the file(s) you have selected
4. To **select** the file you would like to upload click 

Upload Document(s)

Document Type: *

Funding Agency: *

Description about File(s) *

File(s) to Upload * No file chosen

5. When finished Click 
6. **After filling out these fields, click SAVE from the side bar**

3 Edit a Project Concept

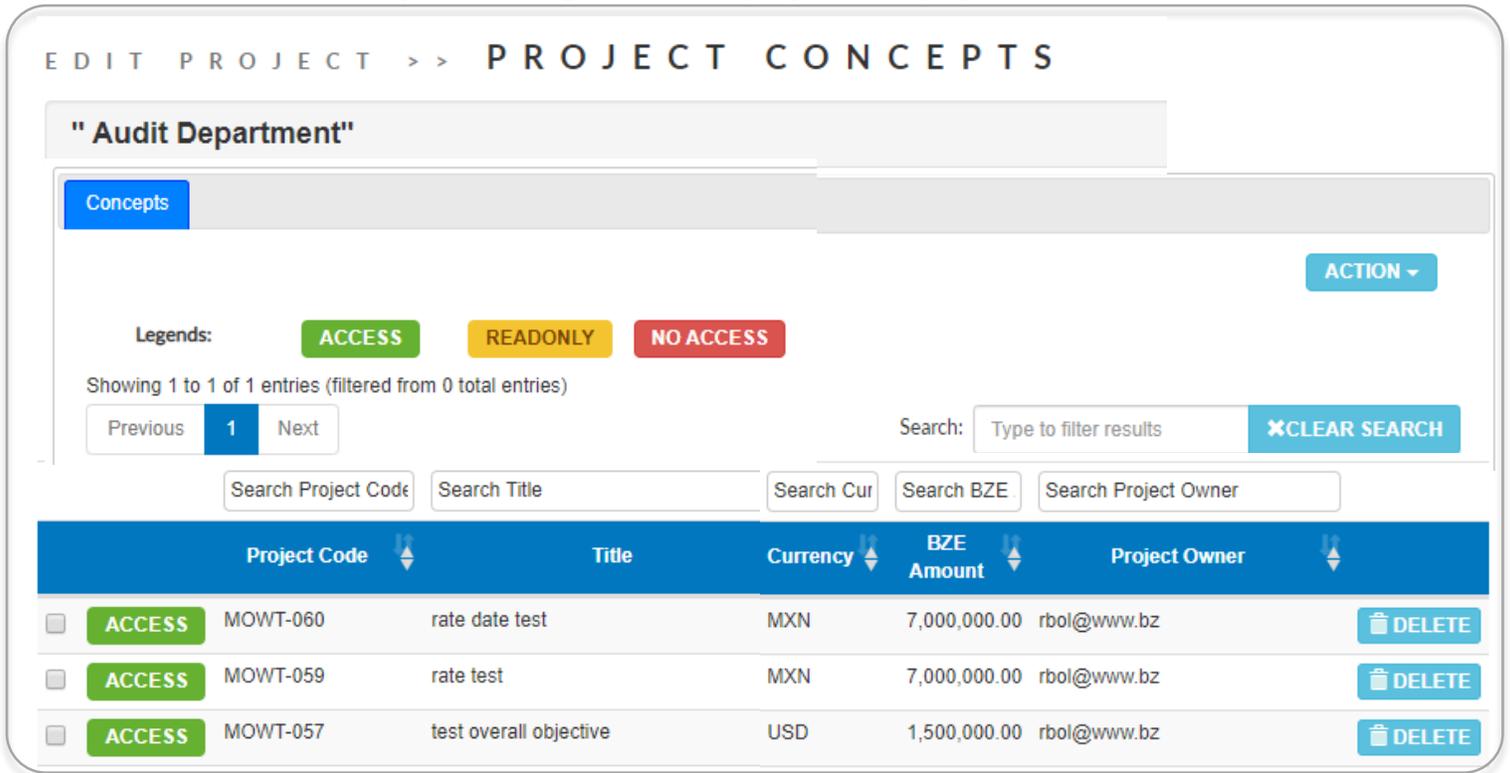
In this Section you can view and edit Project Proposals that have been drafted, submitted, Approved or Cancelled.

To edit a Project Concept:

1. Once in the Initiation app Click *Edit a Project*
(Initiation » Edit a Project)

 Edit Project

2. Click the Project Code aligned with the project concept you would like to edit.



EDIT PROJECT >> PROJECT CONCEPTS

" Audit Department"

Concepts ACTION

Legends: ACCESS READONLY NO ACCESS

Showing 1 to 1 of 1 entries (filtered from 0 total entries)

Previous 1 Next Search: Type to filter results CLEAR SEARCH

Search Project Code Search Title Search Cur Search BZE Search Project Owner

	Project Code	Title	Currency	BZE Amount	Project Owner	
<input type="checkbox"/>	ACCESS MOWT-060	rate date test	MXN	7,000,000.00	rbol@www.bz	DELETE
<input type="checkbox"/>	ACCESS MOWT-059	rate test	MXN	7,000,000.00	rbol@www.bz	DELETE
<input type="checkbox"/>	ACCESS MOWT-057	test overall objective	USD	1,500,000.00	rbol@www.bz	DELETE

3. See **section 2.1 1** on how to enter information for a project concept.
4. When Finished Click  to update concept after editing.
5. Click  to go back to the main page and to complete this activity.

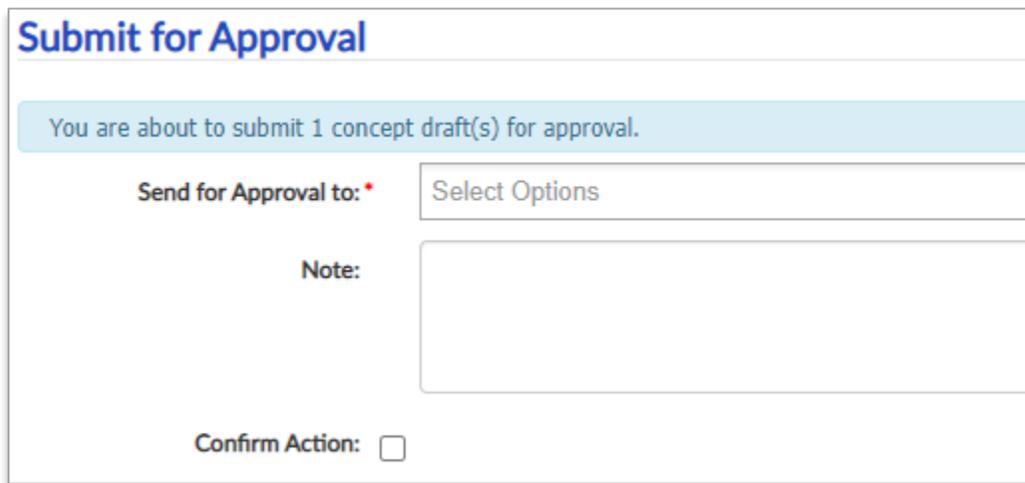
This interface contains additional tabs that are explained below

1. Click the check box to select your project
2. Click **ACTION** located on the upper right corner. The Box as shown below will appear



3.1 Submit Concept

1. Click Submit Concept
2. Select the person who will review and approve the concept
3. Enter notes in the box provided
4. Click the Check box next to *"Confirm Action"*

A screenshot of a web form titled "Submit for Approval". At the top, there is a light blue banner with the text "You are about to submit 1 concept draft(s) for approval." Below the banner, the form has a "Send for Approval to:" label with a red asterisk and a dropdown menu showing "Select Options". Below that is a "Note:" label followed by a large text input area. At the bottom of the form, there is a "Confirm Action:" label with an unchecked checkbox.

5. When finished Click **SUBMIT**

3.2 Approve/Cancel a Concept

(Note **Only Project Concepts with status **Submitted** can be approved**)

1. Click Approval Decision
2. **Click** the check box to make a decision to **Approve, Cancel** or send the concept **back to draft**
3. Select the person(s) you would like to notify about your decision
4. Enter notes in the box provided if necessary

Decision

You are about to update 1 submitted concept(s).

Decision: Approved Cancelled Return to Draft

Send Notification to: *

Note:

5. When finished Click **SUBMIT**

3.3 Restore Cancelled/Deleted Concepts

1. Click Restore Cancelled/Deleted
2. Select the person(s) you would like to notify about your decision
3. Enter notes in the box provided if necessary

Restore to Draft

You are about to submit 1 cancelled concept to draft.

Send Notification to: *

Note:

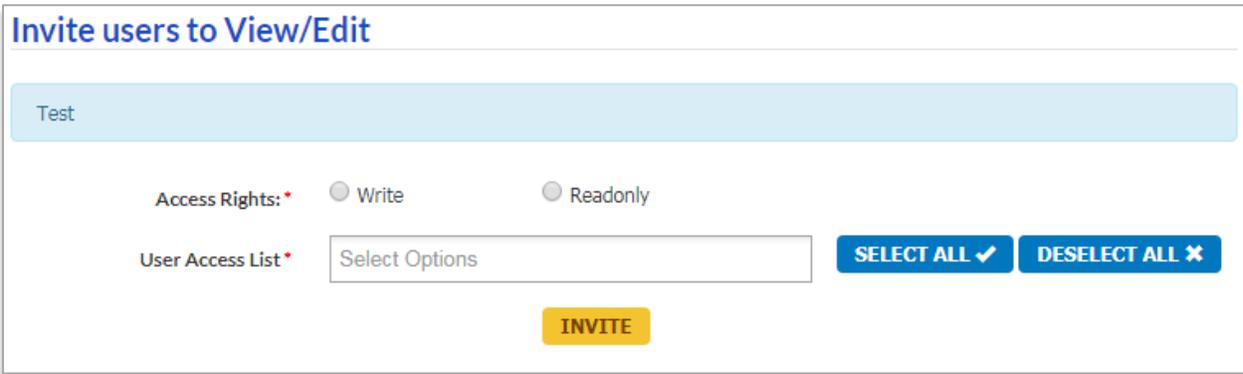
Confirm Action:

4. When finished Click **SUBMIT**

3.4 Select Invite Users

(Note you can **only** invite a user if you are the **owner** of the selected project)

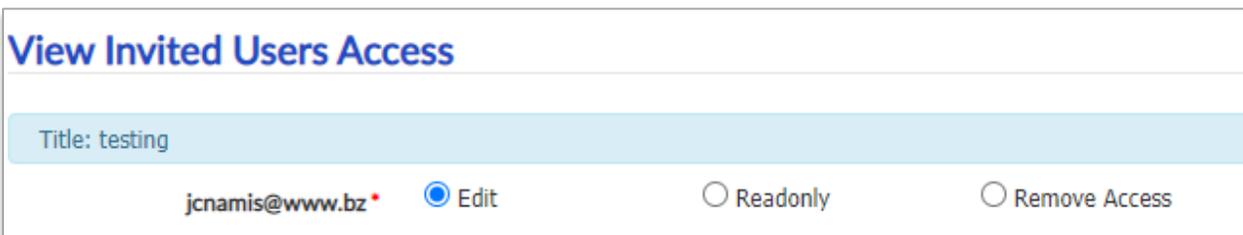
1. Click the check box of desired Access rights that will allow user to “Read only” or “Edit” your project.
2. Select Users from list
3. Click **INVITE**



The screenshot shows a web interface titled "Invite users to View/Edit". At the top, there is a light blue header with the word "Test". Below this, there are two radio button options for "Access Rights": "Write" and "Readonly". The "Readonly" option is selected. Below the radio buttons, there is a "User Access List" section with a search box containing the text "Select Options". To the right of the search box are two blue buttons: "SELECT ALL ✓" and "DESELECT ALL ✗". At the bottom center of the interface is a yellow "INVITE" button.

3.5 View and/or Edit Users that have been added to a project.

1. Select **View Invited Users**
2. Click the check box to change the type of access the user has “Edit”, “Read only” or “remove access”
3. Click **SAVE** when finished

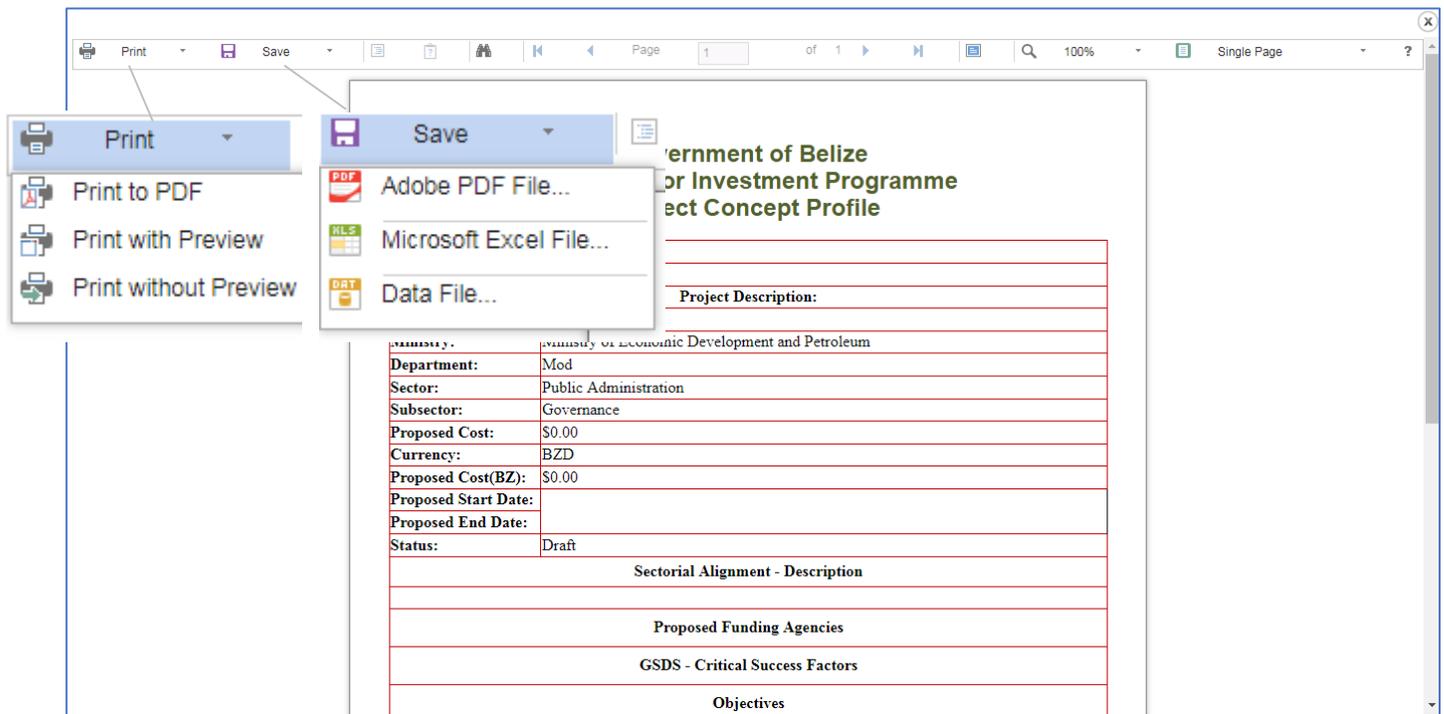


The screenshot shows a web interface titled "View Invited Users Access". At the top, there is a light blue header with the text "Title: testing". Below this, there is a user email address "jcnamis@www.bz" followed by three radio button options for access rights: "Edit", "Readonly", and "Remove Access". The "Edit" option is selected.

3.6 Print/Save a Project Concept report

1. Select **Print concept Profile**
2. Click  **Print** or  **Save** on the upper left corner
3. **Select your Printing Option or Saving Option**

(When saving the report, kindly adjust your export settings)



The screenshot displays a web application interface for generating a Project Concept Profile report. The top navigation bar includes 'Print' and 'Save' buttons. The 'Print' dropdown menu is open, showing three options: 'Print to PDF', 'Print with Preview', and 'Print without Preview'. The 'Save' dropdown menu is also open, showing three options: 'Adobe PDF File...', 'Microsoft Excel File...', and 'Data File...'. The main content area shows a form titled 'Government of Belize or Investment Programme Project Concept Profile'. The form includes a 'Project Description:' field, a table with the following data:

Department:	Mod
Sector:	Public Administration
Subsector:	Governance
Proposed Cost:	\$0.00
Currency:	BZD
Proposed Cost(BZ):	\$0.00
Proposed Start Date:	
Proposed End Date:	
Status:	Draft

Below the table, there are four sections: 'Sectorial Alignment - Description', 'Proposed Funding Agencies', 'GSDS - Critical Success Factors', and 'Objectives'. Each section has a corresponding table with multiple empty rows for data entry.

4 Reports

This section allows you to view and print a report on the list of project concepts.

1. From the *Reports* Menu Select *Project Concepts List*

(**Reports** » Project Concepts List)



The below is a screenshot of what appears after navigating to the *Project Concepts List*



4.1 List Of Projects Concepts

1. Select  **List of Projects Concepts**
2. Select your filter Options

Filter Options

Status: *

- ALL
- ALL
- Draft
- Submitted
- Approved
- Cancelled

3. Click QUERY to generate the report



MINISTRY OF ECONOMIC DEVELOPMENT AND PETROLEUM PUBLIC SECTOR INVESTMENT PROGRAMME REPORT PROJECTS TYPE PROPOSED 10/1/2019 12:00:00 AM					
No.	Project	Description	Funding Agency	Executing Agency	Projected Cost(\$BZ)
Economic Services					
Agriculture					
1	new other ministry test	Testing other ministry access	BELTRAIDE, BTB/NICH	BELTRAIDE	800,000.00
SUB-SECTOR TOTAL:					800,000.00
SECTOR TOTAL:					800,000.00
Infrastructure					
2	Enhancing Belize's resilience to adapt to the effects of climate change	The proposed of extensive consultation with national counterparts and responds directly to those gaps and priorities identified within this process. To increase the impact and sustained benefits resulting from planned interventions, it is essential that the project employ a robust feedback mechanism allowing lessons learnt and best practices to be incorporated within the project execution framework and mainstreamed into other project deliverables. The project will be implemented over a period of 26 months and will be coordinated through a project management team with persons strategically positioned within the United Nations Development Programme, the Ministry of Economic Development, the Ministry of Forestry, Fisheries and Sustainable Development and the Ministry of Natural Resources and Agriculture.			2,900,000.00
3	Building Resilient Communities - Preparing communities to effectively mitigate the impact of hazards associated with their changing climate	The proposed flood mitigation project applies a community resilience-based approach which is characteristic in its sharing of preparation and response responsibilities among government (NEMO), communities, households and individuals. The primary aim is to deliver sustained behavioural change; a realization that community members play an important role in developing their own disaster resilience and that of their communities; and that mitigation/prevention is key in lessening community exposure to threats.			10,000.00
SUB-SECTOR TOTAL:					2,910,000.00
SECTOR TOTAL:					2,910,000.00
Social Protection					
Poverty and Social Protection					
4	Youth Empowerment	Raising awareness to the youths about power.			50,000.00
SUB-SECTOR TOTAL:					50,000.00
SECTOR TOTAL:					50,000.00
GRAND TOTAL:					3,760,000.00

4. To **"Print"** or **"Save"** the report Follow instructions from **Section 3.6**

4.2 List of Projects Concepts

1. Select  List of Projects by GSDS
2. Select your filter Options

Filter Options

Status: * ALL

- ALL
- Draft
- Submitted
- Approved
- Cancelled

3. Click QUERY to generate the report

 Print
 Open
 Save
 Page

MINISTRY OF ECONOMIC DEVELOPMENT AND PETROLEUM PUBLIC SECTOR INVESTMENT PROGRAMME REPORT PROJECTS TYPE PROPOSED 10/1/2019 12:00:00 AM					
No.	Project	Description	Funding Agency	Executing Agency	Projected Cost(\$BZ)
Economic Services					
Agriculture					
1	new other ministry test	Testing other ministry access	BELTRAIDE, BTB/NICH	BELTRAIDE	800,000.00
SUB-SECTOR TOTAL:					800,000.00
SECTOR TOTAL:					800,000.00
Infrastructure					
2	Enhancing Belize's resilience to adapt to the effects of climate change	The proposed of extensive consultation with national counterparts and responds directly to those gaps and priorities identified within this process. To increase the impact and sustained benefits resulting from planned interventions, it is essential that the project employ a robust feedback mechanism allowing lessons learnt and best practices to be incorporated within the project execution framework and mainstreamed into other project deliverables. The project will be implemented over a period of 26 months and will be coordinated through a project management team with persons strategically positioned within the United Nations Development Programme, the Ministry of Economic Development, the Ministry of Forestry, Fisheries and Sustainable Development and the Ministry of Natural Resources and Agriculture.			2,900,000.00
3	Building Resilient Communities - Preparing communities to effectively mitigate the impact of hazards associated with their changing climate	The proposed flood mitigation project applies a community resilience-based approach which is characteristic in its sharing of preparation and response responsibilities among government (NEMO), communities, households and individuals. The primary aim is to deliver sustained behavioural change; a realization that community members play an important role in developing their own disaster resilience and that of their communities; and that mitigation/prevention is key in lessening community exposure to threats.			10,000.00
SUB-SECTOR TOTAL:					2,910,000.00
SECTOR TOTAL:					2,910,000.00
Social Protection					
Poverty and Social Protection					
4	Youth Empowerment	Raising awareness to the youths about power.			50,000.00
SUB-SECTOR TOTAL:					50,000.00
SECTOR TOTAL:					50,000.00
GRAND TOTAL:					3,760,000.00

4. To "Print" or "Save" the report Follow instructions from *Section 3.6*

4.3 Project Concept Profile

1. Select  **Project Concept Profile**
2. Select your filter Options

Filter Options

Project: Select Project

Select Project

MOWT-069 - Flood Mitigation

MOWT-068 - This is a test

MOWT-067 - testing for training

MOWT-066 - Test

3. Click QUERY to generate the report

 Print
 Open
 Save
 ?

 
Page

GOVERNMENT OF DOMINICA PUBLIC SECTOR INVESTMENT PROGRAMME Cabinet Office Project Concept Profile						
Project Code:	CO-001	Status:	Draft			
Project Title:	testing					
Project Description:						
test						
Ministry:	Cabinet Office					
Department:	Cabinet Office					
Sector:	100 - Economic Infrastructure					
Subsector:						
Proposed Cost:	BD	\$0.00	(XCD):	\$0.00		
Proposed Start Date:	2021, December	End Date:	2021, December	Duration(Years):	0	
Executing Agency:						
Proposed Funding Agencies						
National Objectives						
1	OBJ-10	Better organization of small and micro business sector				
Overall Objectives						
	1	testing				
District(s)						
Saint David						
Cities, Town & Villages						
Bataka						
Beneficiaries						
	Target Group	Group Classification	Male	Female	=Beneficiaries	Age Group
Documents Available						

4. To **“Print”** or **“Save”** the report Follow instructions from **Section 3.6**