



**UNOPS**

Operational excellence for results that matter

# Project Management Tools

# Why tools?

As part of UNOPS engagement management system, PM tools fully support projects throughout the project life cycle



**Policies (ODs & AIs)**



**Processes and instructions**



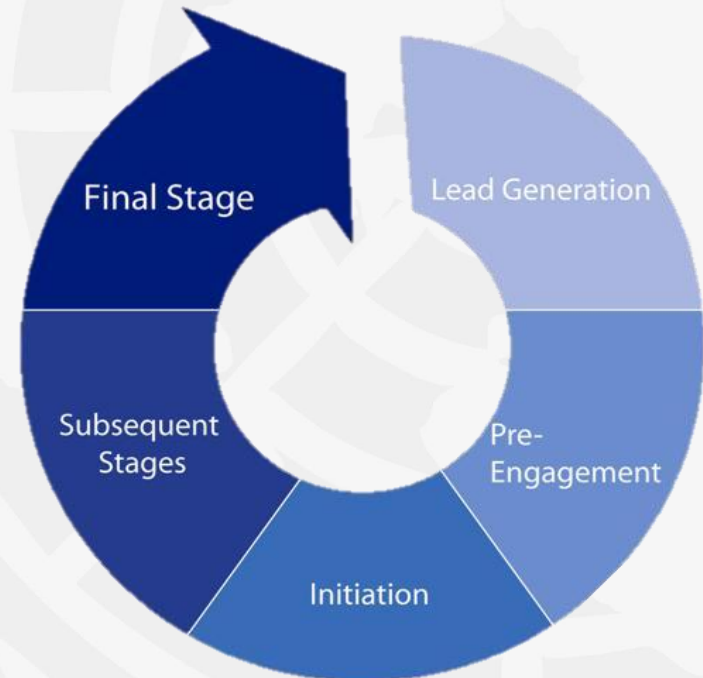
**Supporting guidelines and webinars**



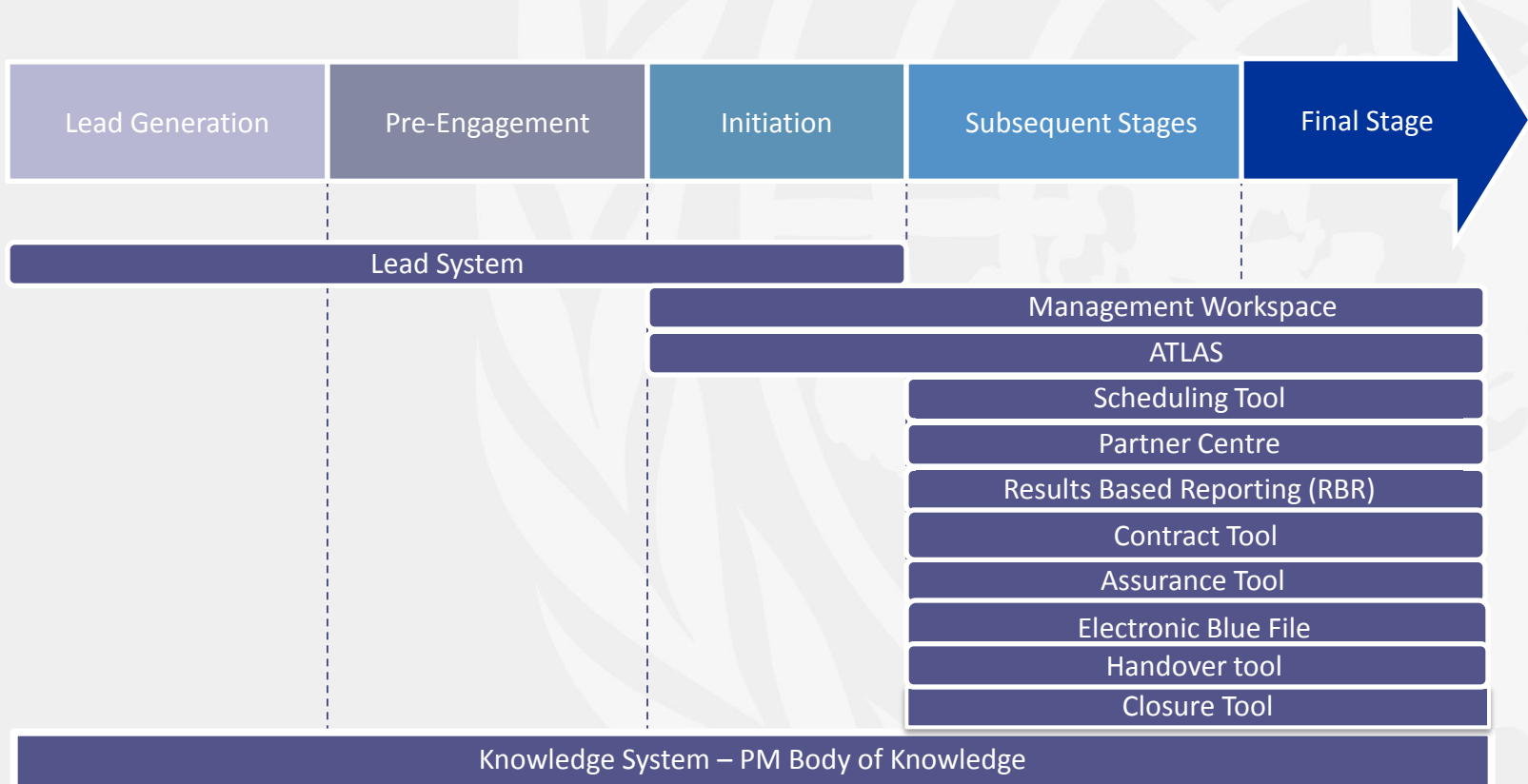
**Templates**



**Tools**



# UNOPS provides tools and systems to assist project teams throughout the project cycle



# Leads System

## What?

- On-line engagement approval system and engagement pipeline tool

## Why?

- Record new engagements
- Facilitate the engagement acceptance process
- Develop the idea and taking it to the next stage of approval (Lead Generation, Pre-engagement, Initiation-Finalization)
- Enable engagement review of key areas (Legal, Finance, Practice) prior to approval

## Who?

- Developer
- Engagement Authority
- Reviewers (Legal, Finance, Practice expert)

## When?

- Business development

## Path

- Intranet/Tool/Lead System



The screenshot displays the UNOPS Project Lead System interface. The main header shows 'UNOPS Leads' and 'OUTLINE: Governance and Human Rights Support Programme'. A large number '1960' is prominently displayed, along with 'PRE-ENGAGEMENT [Draft]' and 'Current value: \$11,500,000'. The interface includes a navigation menu on the left with options like 'My leads', 'New lead', and 'New amendment'. The main content area shows 'Lead generation' details, including 'Lead name (project name)', 'Location', 'Client(s)', and 'Funding source(s)'. The 'Location' field is filled with 'EMO, Iraq' and 'Iraq'. The 'Client(s)' field lists 'EC' (European Commission (EC)).



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# IPAS – Legal Review

Benedetta Audia  
Legal Advisor, IPAS

## I. Prior to requesting Legal review, please ensure the following:

- All **supporting documents**, including the **original agreement** and **prior amendments** (if applicable) should be uploaded to the lead
- Use the **appropriate agreement template** and insert all required information to the extent possible
- Ensure that **all documents are consistent** with each other and with the information in the lead

## II. Please note that leads **involve Legal review *not* Legal clearance**

- That is, reviewers are advising the Engagement Authority on any relevant **risks that should be addressed before proceeding** with an engagement
- This means that the **Engagement Authority** may proceed contrary to advice received from any reviewers
  - This may be due to, for example, business considerations etc.

**III.** Does the Project Document include a **detailed description of activities** and, if applicable, required language on grant support and pre-selection?

**IV.** Does the **Project Agreement** include clauses such as:

- UNOPS shall not be required to commence or continue the activities until funds have been received and shall not enter into obligations in excess of funds received;
- Ownership of equipment and intellectual property rights;
- Funds shall be subject exclusively to the internal and external auditing procedures laid down in the FRRs;
- All external and internal information regarding the project, except for information explicitly categorized by either party as confidential, shall be subject exclusively to the disclosure and transparency requirements of UNOPS;
- A right of termination by both parties;
- An appropriate dispute resolution clause;
- A clause noting the privileges and immunities of UNOPS; and
- Appropriate legal coverage with the host government?

V. If the project involves infrastructure activities, does the agreement include:

- If UNOPS is not providing the works design – the **design document** and a clause noting that UNOPS is **not liable for any claims due to the design**?
- If UNOPS is providing the works design – **appropriate design standards** are added?
- Clauses on the **design review process, possession of and access to the site, assistance in obtaining permits and liability transferring upon issuance of the final completion certificate**?

VI. If the project involves supply chain activities, does the agreement include:

- Compliance with applicable **Incoterms**;
- **All available information about the goods to be procured**, including their technical description, quantity, place of delivery, and consignee
- Clauses on **assistance in obtaining permits and with customs clearance, liability for insurance and UNOPS not assuming liability for any claims**?



**VII.** If the project involves personnel activities, does the agreement include:

- If the activities involve pre-selection, is there information on whether and the funding source would like UNOPS to set the fees for these personnel or determine ICA contract provisions?
- If the activities involve the selection of contractors other than personnel, is there information on whether the funding source has decided to establish the fees to be paid to the contractor(s)?
- If the project involves advisory activities, does the agreement include:
  - Acknowledgement that UNOPS shall not be liable for any loss incurred by the funding source, except due to UNOPS' negligence or misconduct?
  - Acceptance that UNOPS shall not be liable for any loss due to a claim by a third party following the provision of advisory activities by UNOPS?



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# SPMPG – PM Review

Leyre Sastre  
Project Management Specialist, SPMPG

- 1. Appropriateness:** Are the projects within UNOPS mandate, comply with UNOPS' strategic plan and policies, are financially viable, and within UNOPS areas of expertise?
- 2. Risks:** Are there any key risks that need to be reviewed by the EAC? Is the project description of the right quality?
- 3. Description:** Is the project description of the right quality?
- 4. Amendments/adjustments:** Has an amendment been created when the additional funds exceed 20% of the total engagement value?

## AMENDMENT

- 1) Substantial change of the BC
- 2) Changes in scope and objective
- 3) Change in funding source
- 4) Cost > 20% of the total engagement value

## ADJUSTMENT

- 1) Minor or no change of the BC
- 2) Time extension
- 3) Cost < 20% of the total engagement value

# PM Review – Pre-Engagement I

## 1) Internal business case

- a. Reasons for UNOPS to engage in the project
- b. Options for the client and why UNOPS was chosen
- c. Investment appraisal
- d. Risks
- e. Linking of products and/or income to the strategic objectives of UNOPS

**2) Risks:** Are the risks identified critical based on section 12 of the AI/PM/2009/01 on Engagement Acceptance? → If not, EAC review!

**3) Engagement approach:** Does the lead provide a proper explanation of the implementation methodology to be used and how the project will be implemented?

**4) Pricing policy:** Does the lead meet the minimum client pricing policy? → If not, EAC review!

**5) Documents:** Have the minimum draft documents been uploaded onto the Attachments section?

# PM Review – Pre-Engagement II

- 6) Plans:** Is there a plan in place? Scope and timeline need to be realistic
  
- 7) Key PM documents** to look out for: detailed time schedule, risk register, critical path analysis, communications plan, organizational chart, stakeholder analysis, project closure plan.
  
- 8) Support capacity:** Do we have the resources and team structure required for the project? Should be identified in the project documents!
  
- 9) Sustainability:** Has the sustainability marker been applied and does the project uphold the sustainability principles? Gender, Community Engagement, Capacity Building, etc.
  
- 10) Is there an opportunity to promote [UNOPS PM Products and Services](#)?**
  
- 11) Amendments/adjustments:** Is there any revised project document or plan to reflect the changes in scope, duration, costs, etc.?

1. **Reviewers:** Are all the relevant reviewers listed in the reviewers section (they have not been removed) and have they reviewed and cleared the lead?
  
2. **Project Initiation Documentation:** Does the PID or equivalent demonstrate a plan to deliver the products (outputs / deliverables) required to ensure project success and to enable any sustainable outcomes / benefits to be achieved?

## Other review items

- I. **Old/inactive leads:** check with the reviewer if the lead needs to be cancelled
- II. **Finalized leads:** check that the legal agreement was signed after the lead was finalized and not before



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# IPAS - Procurement Review

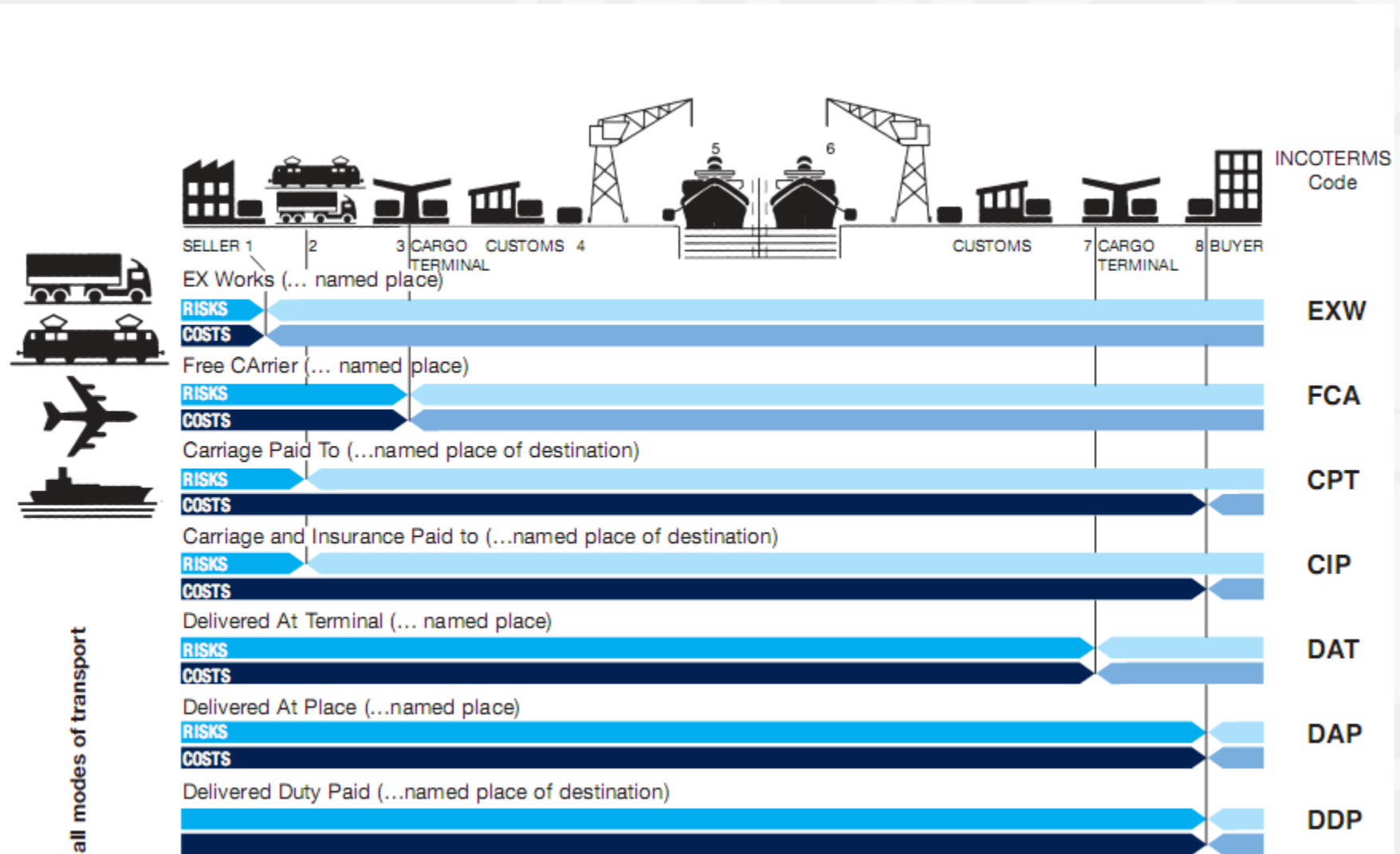
Kristof Choinski  
Procurement Advisor, IPAS

# Leads – Check List for Procurement Reviewers

- Does the agreement document state which procurement procedures are to be followed?
- Do the agreement document and the attached statements of work or specifications accurately and adequately describe all services and deliverables that UNOPS shall provide?
- Do the statements of work/specifications in addition to the economic aspects also take consideration to the social and environmental aspects?
- Do the specifications restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives and addresses value for money considerations?
- Is there a realistic cost estimate of all phases of the service or product?
- Does the agreement document limit in any way the eligibility conditions in terms of nationality of the suppliers/contractors and in terms of origin of the goods? Are those limitations in line with the legal bases of the funding source?
- Incoterms – Is the proposed Incoterm appropriate, i.e. is it suitable for the required mode of transport? **Is UNOPS and its client going to be able to meet their obligations under the chosen Incoterm**, e.g. will UNOPS be able to obtain certain licenses or clear the goods on behalf of the client? Is it possible for UNOPS to deliver to the destinations/premises required by the client and to ensure that the service provided is reliable and that the goods will arrive safely and in good condition
- Does the agreement document clearly specify milestones for completion of deliverables? Is the provided timeline realistic and feasible?



# Procurement Review: Incoterms – Risk and Cost



# Procurement Review - Examples

The Agreement specifies delivery terms as CIP Xxxxx.

## Annex I

Engine:	2986 cc, 70 kW @ 4000 rpm
Transmission:	5 speed, Manual , Floor Mount
Fuel type:	Diesel
Dimensions:	L:4930 x W:1885 x H:1845 mm
Wheelbase:	2790 mm
Weight:	2325 kgs
Ground Clearance:	220 mm
Delivery:	1 - 2 weeks @ FCA Port: Algeciras , Spain
Country of Origin:	Japan
Availability:	Freely Available
Warranty:	Full Representation, 24 months, 50000 kms

# Procurement Review - Alternative to Incoterms

- This CONTRACT (hereinafter, together with the Proforma Invoice referenced above form an integral part hereof, called the “Contract”) is made with the “Client” on the one hand, and the supplier UNOPS on the other.
- UNOPS will procure the goods in conformity with the specifications approved by *The Client*, unless otherwise agreed. *UNOPS’* responsibility will thus be confined to procure the goods and services on behalf of the Client. UNOPS has neither responsibility nor liability expressed or implied for the appropriateness of such good and services, **acting solely as a procurement agent on behalf of *The Client***. *UNOPS* shall, under no circumstances be liable for any indirect or consequential damages arising from acceptance or execution of *The Client’s* order.
- Delivery of 6 Toyota Hi-Lux 4x4 Pickup Double Cab to the Client by the manufacturer would take place according to the Incoterm2010 specified in the Pro-forma. In addition, UNOPS shall procure on behalf of the client insurance services and freight services to cover the transport of the goods from the delivery place per the Pro-forma to Addis Ababa, Ethiopia, via the Djibouti Port
- UNOPS will pass on to the Government any warranty offered by the manufacturer or supplier used by UNOPS or any other relevant service provider used by UNOPS. UNOPS will not accept the return of any purchases procured on behalf of the Government.



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# IPAS – Finance Review

Ala'a Nemer  
Finance Advisor, IPAS

# Engagements - Finance Review

## What do we check in a draft contribution agreement?

- Financial reporting obligations - requirements (including reporting templates and timelines) are clear, defined, acceptable, and achievable.
- Treatment of interest is defined and clear:
  - ✓ For project use,
  - ✓ To be refunded to client/donor
  - ✓ Or credited to Operating Reserve as corporate miscellaneous income.
- Treatment of exchange gains/losses resulting from FX/LCY transactions is defined and cleared.
- Corporate banking details to receive contributions accurately reflected.
- Cash Flow: What is the schedule of payments? In connection to project cash needs and conditions for releasing first and subsequent installments.
- All funds are subject exclusively to int. ext. Audit procedures set out in UNOPS FRR and further regulated by Executive Board.

## Engagements - Finance Review

### What do we check in a project budget?

- Budget Structure – all components of costing and pricing exist?
- Is the proposed Management Fee adequate? (Pricing)
- Is the proposed Risk Increment included/adequate?
- Are the proposed Direct Cost (both locally and centrally managed) included? (Costing)

### Other important items to consider:

- Pricing and costing as well as Distribution Tabs in the lead system.
- Advance Financing possibilities, Cash – Based or Non Cash – Based setup.
- Lead cumulative value, duration – ATLAS Award Setup: how many projects/activities.. etc.

# Engagements - Finance Review

		Category	Average Unit cost/month	Number of units	Number of months	Total
	<b>1. PERSONNEL (Unit=individual)</b>					
1001	IICA (Partner Personnel)	IICA 2	12,000	1	4	48,000
1002	Driver L-ICA level 2- step 2 (Partner Personnel)	LICA 2	1,415	1	4	5,660
1003	National Comm Officer - L-ICA level 4 - step 3 (Partner Personnel)	LICA 4	2,420	1	1	2,420
1004	Translator - L-ICA level 4 - step 3 (Partner Personnel)	LICA 4	2,420	1	1	2,420
	<b>Sub-Total 1</b>					<b>58,500</b>
	<b>2. TRAVEL (Unit=number of travels)</b>					
2001	DSA for international staff		193	84	n/a	16,212
2002	Tickets for international staff		550	2	n/a	1,100
	<b>Sub-Total 2</b>					<b>17,312</b>
	<b>3. CONTRACTUAL SERVICES (Unit=number of contracts)</b>					
3001	N/A					-
	<b>Sub-Total 3</b>					-
	<b>4. GRANTS (Unit=number of grants)</b>					
4001	N/A					-
	<b>Sub-Total 4</b>					-
	<b>5. EQUIPMENT (Unit=number of equipments)</b>					
5001	N/A					-
	<b>Sub-Total 5</b>					-
	<b>6. OPERATING EXPENSES</b>					
6001	Operating Expenses (Centrally Managed Direct Costs)			n/a		3,160
	<b>Sub-Total 6</b>					<b>3,160</b>
	<b>7. Locally Managed Direct Costs and Indirect Costs</b>					
	<b>Project Sub Total</b>					<b>78,972</b>
	UNOPS support services to the project - Locally Managed Direct Costs					1,250
	<b>Total Project Direct Costs</b>					<b>80,222</b>
	Indirect Costs (8%)					6,418
<b>70</b>	<b>Total Project Budget</b>					<b>86,640</b>

## Engagements - Finance Review

<b>Minimum Fee</b>  <b>4,161</b>  <b>Est. pct (Delivery)</b> 5.19% <b>Est. pct (Personnel)</b> 832.22%	Total engagement value (USD) - excl. UNOPS fee	\$	80,222
	Cost of UNOPS personnel: (USD)	\$	500
	Non Personnel costs	\$	0
	Engagement setup	\$	0
	UNOPS personnel	\$	175
	UNOPS handled resources	\$	3,986
<b>Estimated indirect costs</b>		<b>\$</b>	<b>4,161</b>

<b>Partner Personnel with travel component</b>	
<b>Project Budget - Internal</b>	
Description	Amount
Partner Personnel	58,500.00
DSA	16,212.00
Tickets	1,100.00
CMDC	3,160.00
LMDC	1,250.00
<b>Total</b>	<b>80,222.00</b>
Fees @ 8%	6,417.76
<b>TOTAL</b>	<b>86,639.76</b>
LMDC - Personnel	500
LMDC - Non Personnel	750
<b>Total LMDC</b>	<b>1250</b>



# Assurance

UNOPS conducts regular assurance against [success criteria](#) to ensure that engagements are performing and delivering in a way that is successfully contributing to our objectives

Engagements	Org. Units (Operations Center)
OC Director or PC / Cluster Manager complete assurance for each engagement under their supervision	Regional Director Or Deputy RD for each Org.Unit under her/his respective portfolio

## Success Criteria

### Partner Satisfaction Delivery

Direct and indirect feedback from clients, donors and other key stakeholders, on outcomes and process.

### Performance

Performance to budget, schedule, **Risk**, business case and quality indicators

### Procedures

Audit of processes, documents and data quality

### Knowledge Management

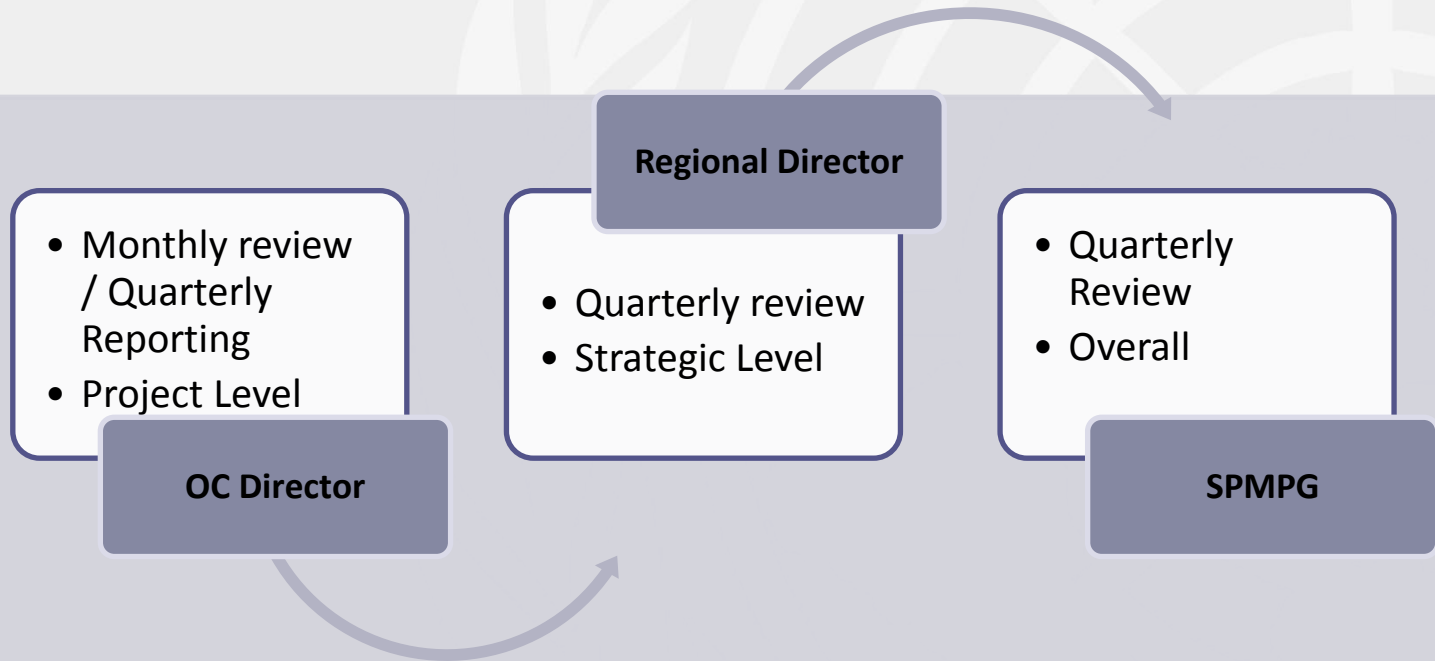
Lessons learned are documented and shared

### Personnel Management

The project team including support staff and the PM's supervisor - who are proud of their outcomes and enjoyed the experience is an indicator of a successful project.

### Core Values

Project was the right one for UNOPS



[Online assurance tool facilitates the quarterly assurance](#)

# Assurance Tool

## What?

- Records engagement and OC performance assurance on a quarterly basis

## Why?

- To ensure that engagements are performing in a way that is successfully contributing to objectives
- Are we on track to delivering a successful project for partners and beneficiaries?

## Who?

- Engagement Assurance
  - Director (OC, PC, Hub, Cluster) = Responsible
  - Director/Programme Manager = Assurer
- OC Assurance
  - RD (Responsible and Assurer)

## When?

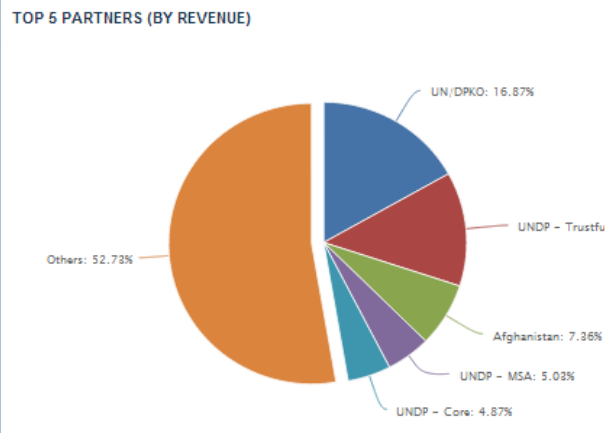
- At the end of each quarter

## New MWS/Project Management/Assurance/Engagement & OC Assurance

**UNOPS**  
United Nations Office for Project Services

- Overview
- Projects
- Pipeline
- Partners
- Outputs
- Assurance**

OC Assurance  
Fiscal Year: 2013 Quarter: Qtr-3



### UNOPS

Region
Africa Office
Asia Europe & Middle East Office
Global Partner Services Office
Latin America & Caribbean Office
Delivery Practices
Other Revenue Centres
UNKNOWN
Management Practices
Corporate
Other HQ Cost Centres

### OC Assurance Tool

**OC ASSURANCE**

Assurance Period: 2013 - December  
 Period of cover for assurance: BS414 - LCCD, ARDQ, SMO  
 Assurance Type: OC Supervisor (Assurance by direct supervisors of OC - PC - Outer Manager)  
 Assurance Status: Assurance Completed  
 ASSURANCE BEING CONDUCTED BY: Fabrizio Feliciani

	Agree	Neither Agree nor Disagree	Disagree
<b>STAKEHOLDER PERFORMANCE</b>			
Strategic relationships are maintained. <small>This unit's portfolio is contributing to the achievement of the Region Business Plan. Client relationships are strong.</small>	■	■	■
<b>INTERNAL PROCEDURES PERFORMANCE</b>			
Unit's Projects are being monitored. <small>The unit's Director / Manager is consulting quarterly Project Assurance and being corrective action.</small>	■	■	■
<b>EXECUTION PERFORMANCE</b>			
The unit is financially viable and self-sustaining. <small>The unit's portfolio is financially viable and the long-term strategic opportunities sound. Return on investment is in-line with target.</small>	■	■	■
Unit's risks are managed. <small>This unit is controlling its risks successfully.</small>	■	■	■
<b>STRATEGIC PERSPECTIVE</b>			
This unit is in a highly attractive market. <small>It has a clear strategic growth in demand of government spending across Overseas Aid in the context of 'recovery &amp; spending in health, infrastructure, services and protection, environment and public order and security in unstable and opportunities are key.</small>	■	■	■
This unit has a strong comparative advantage (relative to competitors). <small>A UNOPS-led strategy remains in credibility and it may be to actively consider for any business opportunities in our areas of expertise. The governmental process in our country/areas are likely to favor UNOPS as a competitor as it has the best expertise.</small>	■	■	■

Comments on overall OC health:  
 The assessment of the OC is confirmed: the break-even has been reached, the office is on track (no comparison both with the targets and the milestones of the 2013). At the same time, we are working on some new opportunities of business development. Concerns still remain in regards to the viability of a scaled-up portfolio due to the limitations of the national legal framework in connection with UNOPS new pricing policy.

Save Assurance Delete Assurance

Source: Assurance Tool | Last Updated: ...

### Engagement Assurance

Fiscal Year: 2013

Engagement Assurance

Africa Office
Asia Europe & Middle East Office
Global Partner Services Office
Latin America & Caribbean Office
Delivery Practices
Other Revenue Centres

### Engagement Assurance Tool

**ENGAGEMENT ASSURANCE**

Assurance Period: 2013 - December  
 Period of cover for assurance: Assurance by direct supervisors of the Project Representative - Project Manager  
 Assurance Type: Assurance Completed  
 Assurance Status: Assurance Completed  
 ASSURANCE BEING CONDUCTED BY: Brian FREACRY  
 Projects under this Account: 00000000 - April 09 to realisation date inf.

	Agree	Neither Agree nor Disagree	Disagree
<b>STAKEHOLDER PERFORMANCE</b>			
Client satisfied. <small>The client is in regular contact with the client. The client has approved of progress and the client support services.</small>	■	■	■
<b>INTERNAL PROCEDURES PERFORMANCE</b>			
Processes followed: data accurate. <small>All major activities of the client have been completed. Finance or audit and fully expect the project to be a clean audit. The same quality is high the POC since the is up to date including reports. All correct project status is accurate, project and award budget are up to date. RPT is up to date, etc. ...</small>	■	■	■
<b>EXECUTION PERFORMANCE</b>			
The engagement is on schedule. <small>The engagement is meeting the timeline agreed in writing with the client.</small>	■	■	■
The engagement is within cost. <small>The engagement is within the budget agreed in writing with the client.</small>	■	■	■
Risks are being managed. <small>Are the long term risks managed in a contract and documented way? Are the short term risks managed in a contract and documented way? Are the sustainability related risks managed in a contract and documented way?</small>	■	■	■
Have lessons learnt from other projects been incorporated in this engagement and new lessons been documented?	■	■	■
<b>KNOWLEDGE MANAGEMENT</b>			
Is there evidence that the project team is satisfied working at UNOPS?	■	■	■
<b>PERSONNEL MANAGEMENT</b>			
Is the project achieving the functionality it was designed to achieve? <small>By completing this section the Director confirms that the assurance has been conducted with due diligence</small>	■	■	■
<b>CORE VALUES</b>			
The project is still financially viable for UNOPS. <small>The assurance costs for this engagement are not included in the budgeting that UNOPS should continue to be a part of</small>	■	■	■

Comments on overall engagement health:  
 The previous activities of this project have been badly managed. Final reception of four works contracts remain pending, as well as final reporting/ no cost extension is being prepared. Project is now under the close monitoring of the OC.

Save Assurance Delete Assurance

	Completed Assurances	Pending Assurances	% Completed
	178	2	98.89%
	159	4	97.55%
	159	4	97.55%
	133	3	97.79%
	0	3	0.00%
	0	5	0.00%

# Partner Center

## What?

- Helps project managers inviting partners to see selected elements of their project(s), keeps them up-to-date with accurate information and allows regular assessment

## Why?

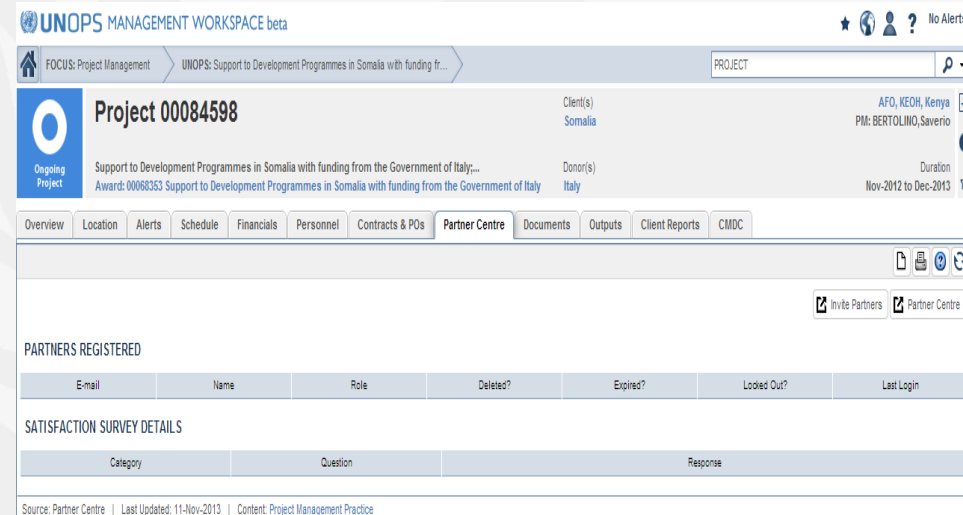
- Keep stakeholders informed by giving them access to the latest financial information
- Measure satisfaction on a regular basis

## Who?

- Project Manager (inviter)
- Partners (user)

## When?

- Regular



The screenshot displays the UNOPS Management Workspace interface for a specific project. The page title is "UNOPS MANAGEMENT WORKSPACE beta". The breadcrumb trail shows "FOCUS: Project Management" and "UNOPS: Support to Development Programmes in Somalia with funding fr...". The project name is "Project 00084598". The client is "Somalia" and the donor is "Italy". The project description is "Support to Development Programmes in Somalia with funding from the Government of Italy...". The award number is "0008353". The duration is "Nov-2012 to Dec-2013". The page has a navigation menu with tabs: Overview, Location, Alerts, Schedule, Financials, Personnel, Contracts & POs, Partner Centre, Documents, Outputs, Client Reports, and CMDC. The "Partner Centre" tab is active. Below the navigation menu, there are buttons for "Invite Partners" and "Partner Centre". The main content area is divided into two sections: "PARTNERS REGISTERED" and "SATISFACTION SURVEY DETAILS".

E-mail	Name	Role	Deleted?	Expired?	Locked Out?	Last Login
PARTNERS REGISTERED						

Category	Question	Response
SATISFACTION SURVEY DETAILS		

Source: Partner Centre | Last Updated: 11-Nov-2013 | Content: Project Management Practice

## New MWS/Project/Partner Centre

**Project 00087539**

Ongoing Project

Palestinian Authority Security Forces (PASF) Command and Control (C2) Capacity Development  
Award: 00075873 Palestinian Authority Security Forces (PASF) Command and Control (C2) Capacity Development

Client(s)  
Canada: Other

Donor(s)  
The Department of Foreign Affairs and International Trade (DFAIT)

AEMO, Jerusalem  
PM: WILSON, Geoffrey Graeme

Duration  
Sep-2013 to Mar-2014

Overview | Location | Alerts | Schedule | Financials | Personnel | Contracts & POs | **Partner Centre** | Documents | Outputs | Client Reports | CMDC

Invite Partners | Partner Centre

1

2

PARTNERS REGISTERED

E-mail

SATISFACTION SURVEY DET

Category

Source: Partner Centre | Last Update

► Direct Partnership Distribution

► Founding Source Distribution

Extranet Users Tool

Site Actions | Browse | Page

Roya MUJADDEDI

UNOPS | Intranet

+ Add to My Links | Help | Contact | Index & glossary

Regions | Practices | Global | Tools | Search this site...

**Management workspace**

Intranet > Tools > Management workspace > Documents > Extranet Users

**Extranet users**


First name	Last name	Email	Affiliation	Project Manager
			- Please select -	Geoffrey Graeme WILSON

No users added to award

+ Add user | Refresh

3

Partners can access project summary, latest financial data and a survey



[English](#) | [Français](#) | [Español](#) | [Logout](#)

[My Projects](#) | [My Account](#) | [Resources](#) | [FAQ](#)

You are here: [Partner Centre](#) > [My Projects](#)

[Project summary](#) | [Financial data](#) | [Survey](#)

### Construction of Computer Science Faculty Building at Kabul University

Project ID: 00082000 - Award ID: 00065585

#### Overview

With funding from the Government of Japan, this project is for the improvement of the computer science faculty at Kabul University. It is designed to provide the appropriate facilities and equipment for the faculty and students at one of the most popular departments of the Kabul University. UNOPS is providing design and construction services to the project as well as procurement services for furnishing the faculty along with a fleet of buses to provide for student transportation needs.

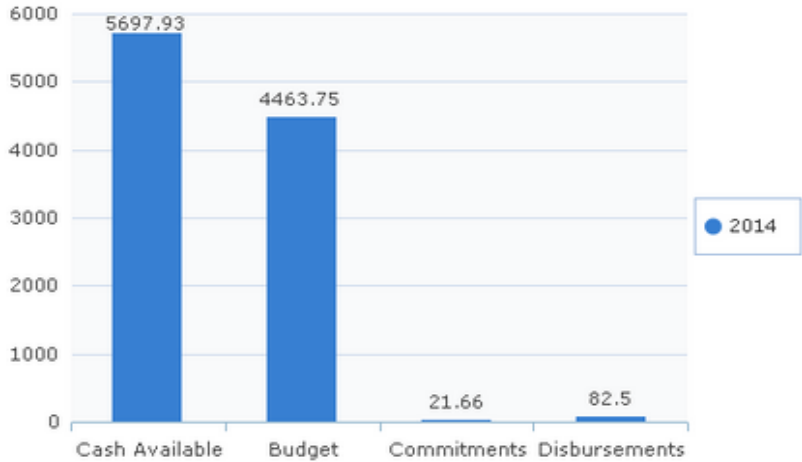
#### Contacts

Project Manager	Molla Gurani KOC
UNOPS Office	UNOPS Afghanistan
Local Director	Mikko Lainejoki
Regional Director	Bruce MCCARRON

#### Project Information

Partner	Afghanistan (GOVT_AFG)
Funding sources	GOVERNMENT OF JAPAN (JPN)
Beneficiary country	Afghanistan
Project start - end	01-Apr-2012 to 31-Aug-2015

#### Current Project Status



Category	Value (US\$ Thousands)
Cash Available	5697.93
Budget	4463.75
Commitments	21.66
Disbursements	82.5

\*All figures in US\$ Thousands.

[View more detailed financial data](#)

# Electronic Blue File (PDC)

## What?

- Electronic version of the project blue file
- Manage project blue file electronically = communications, legal agreement, plans and reports

## Why?

- Have a single centre to store PM documents
- Easy access
- Easy audit trail
- Ensure security of documents

## Who?

- Project Manager – manage
- Project Staff – user

## When?

- Need based

## Path

- New MWS/Project/Document tab





## **What?**

- Enables a streamlined and centralized project handover process via the MWS

## **Why?**

- Help knowledge exchange between the outgoing PM and the new PM
- Capture lessons learned from the project

## **Who?**

- PM (current and upcoming)
- Engagement Closure Manager
- Programme Officer/Project team (in the absence of new PM)

## **When?**

- Project handover

## **Path**

New MWS/Project/Personnel tab/Handover

## New MWS/Project/Personnel tab/Handover

UNOPS MANAGEMENT WORKSPACE beta

FOCUS: Corporate Performance > UNOPS: Construction of Computer Science Faculty Building at Kabul...

Project 00082000

Client(s): Afghanistan  
Donor(s): Japan; Other

AEMO, AFOH, Afghanistan  
PM: KOC, Molla Gurani

Duration: Apr-2012 to Aug-2015

Overview | Location | Alerts | Schedule | Financials | **Personnel** | Contracts & POs | Partner Centre | Documents | Outputs | Client Reports | CMDC

Team

Project Handover Tool

Create Handover

PM Name	User Role	Start Date	End Date	Action
Molla Gurani KOC	Project Manager	01-Apr-2012	13-Feb-2014	

Team Calendar

Fiscal Year: 2013 | Month: February

Name	1	2	3	4	5	6
Team : All						

# Exercise

- 1) What is the tool? (features)
- 2) List benefits (positive results)
- 3) List abuses / misuses
- 4) List suggested improvements