

# Design, Development and Implementation of Project Management System (PMS) for Regional Community Forestry Training Centre (RECOFTC)

## Executive summary

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The project monitoring functions at RECOFTC were manual and time consuming. All project related information was maintained in unmanaged soft and hard files. RECOFTC accounts and finance teams use the ACCPAC package for accounting. The existing ACCPAC functioning as a stand-alone system lacks integration with other systems.

The Project Management System (PMS)/Project Administration Tool (PAT) is aimed to automate the process of project monitoring and to facilitate effective project planning, tracking and Management Information System (MIS) reports generation. It will provide profile-based access to view or update information to different users of the system like programme officers, project leaders, project coordinators, managers, team members, and executive directors.

Limitations of current manual processes:

- Time consuming process for retrieval of information
- Data analysis and reporting is manual and cumbersome
- Manual tracking and monitoring
- Difficulty in tracking of expenditures against budget allocation
- No system for monitoring and cost control of projects with a number of sub-projects
- Difficulty in tracking expenditure of projects supported by multiple donors

Expected benefits of implementing PAT:

- PAT will provide information on projects across the organization
- Theme option is proposed in project initiation through which users can generate reports based on themes
- Proper and appropriate categorization of the projects
- Tracking of income and expenditure against budget allocation
- Intimation on closure of projects
- Provision to create a programme or project with huge funding under which many sub-projects of different nature can be initiated. With this feature, RECOFTC can generate consolidated reports at programme level.

Features of the system:

- Enterprise level project monitoring
- Available anytime and anywhere through intranet
- Usage by unlimited users
- Data security through login authentication and access rights
- Profile-based access
- Workflow
- E-mail notifications and alerts
- Dashboards to provide overview of the project information at macro-level
- MIS reports for top management
- Data export from one system to another (inter-linkage between systems)
- Search project information on any parameter
- Custom data setup – additional field can be defined as per the specific requirements of RECOFTC.