MPTF Gateway 2.0

PROJECT INITIATION DOCUMENT

Table of Content

1.   Document Location

This document is only valid on the day it was printed or distributed.

The source of the document will be found at this location – *Project Documents*

2.   Revision History

Revision date	Previous revision date	Summary of changes	Changes marked
19 April 2016		First Draft	**Tala Hussein**
21 December 2017		Second Draft	**Anisha Blumenberg**
12 June 2018		Third Draft	**Anisha Blumenberg**
2 July 2018		Quality assurance review of the PID	**Tala Hussein**
9 November 2018		Cost estimates added, Technical and Resources estimates added	**Diwen Xu (entered by Anisha)**
15 Nov 2018		Comments and insertion of the quality assurance role and responsibility	**Tala Hussein**
17 Nov 2018		Updated WBS, updated Cost Analysis and Investment Appraisal	**Anisha Blumenberg**

3.   Approval

Name	Signature	Title, Department	Date	Version

4.   Project: MPTF Gateway 2.0

1. Background

Vision

To enhance MPTFO's positioning as a leader in design, administration and transparency of multi-partner financing instruments by providing an easy to use, integrated and publicly accessible platform for stakeholders in pooled financing mechanisms that supports aid effectiveness and transparency.

Aid effectiveness

Calls for improved aid effectiveness and transparency to enhance the impact of development efforts and financing flows have steadily increased since the first High Level Forum on Aid Effectiveness in Rome, 2003. The forum has focused on identifying why development flows have not produced the impacts expected, and to establish a set of principles endorsed by donor and recipient governments alike to create an environment of mutual accountability in creating development impacts.

At the Second Forum in Paris, 2005, the Paris Declaration formalized key principles for aid effectiveness endorsed by over 100 countries. The principles include national ownership of development objectives, donor alignment to national development plans, harmonization and simplification of procedures, information sharing, results frameworks developed and measured and mutual accountability.

Gateway (GW) 1.0 was developed during this environment in 2007/8 to provide transparency on MDTFs and help with the financial project administration of these Funds. This site has been a catalyst in providing publicly available real time information on one aspect of the Paris principles, providing transparent information on a portion of the jointly financed financial instruments in the UN system.

Aid transparency

The call for aid transparency pre-dates the Forums for aid effectiveness, but intensified as a result of these Forums and the development of the Millennium Development Goals. Early initiatives (such as IDML – International Development Markup Language, or INDIX - International Network for Development Information Exchange) focused on two areas 1) developing a standard data tagging language and 2) collating voluntary information[1] on the global financing flows with the aim of transparent and reliable comparison.

Today, the development information transparency standards build on these initiatives and are being developed by IATI (the International Aid Transparency Initiative), which was created in 2008 at the Third High Level Forum on Aid Effectiveness in Accra (and re-endorsed in Busan in 2011) with the purpose of "implementing a common standard for electronic publication of timely, comprehensive and forward-looking information on resources provided through development cooperation"[2].

Over 350 organizations that have provided transparent data through IATI including many of MPTFO's partners, such as donor Governments (UK, Sweden, Norway, Netherlands, Canada, Germany), regional development banks (African DB, Inter-America DB), the EC, and the UN system [such as OCHA, CERF, WFP, UNICEF and UNDP (which also hosts the IATI Secretariat)]. Pilots have also been completed in with the Governments of DRC, Rwanda, Malawi, Burkina Faso and Columbia. These new standards were developed and enhanced after GW (Gateway) 1.0 was developed.

Reasons

Since 2003, MPTFO (The Multi-Partner Trust Fund Office) has designed and administered funding mechanisms that build on the principles of the aid effectiveness agenda through UN coherence. MDTFs (Multi-Donor Trust Funds) are developed to address

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[1] http://idmlinitiative.org

[2] http://www.aidtransparency.net/about/history-of-iati

multifaceted issues—such as humanitarian crises, peacebuilding, recovery and development. These complex challenges demand the combined expertise and resources of multiple development partners.

    The MPTF Office assists a broad base of development partners in establishing, administering and providing information on pooled financing mechanisms that collect and allocate funding from a diversity of financial contributors to a wide range of implementing entities in a coordinated manner. MPTFO's portfolio is now over 130 Funds, generating stronger needs for information at thematic and portfolio levels in addition to Fund and project levels. Furthermore, closer integration of the key accountable units (and systems) involved in Fund design, management and administration (Steering Committees, Secretariats and Administrative Agents) will enhance the quality and effectiveness of the instruments. To facilitate this integration, the new GW site needs to translate current MPTF offline internal business processes currently handled via email, spreadsheets, and documents to an online tool. The new GW site will serve as a single tool to manage funds through their entire lifecycle and allow further data analysis.

    The guiding principles of the office are transparency, accountability and effectiveness; GW strongly contributes to achieving these principles and therefore to the aid effectiveness agenda. However, the aid and development environments have shifted in the in last decade, along with substantial growth in the portfolio of MDTFs/JPs established, creating a broader partner base and new partnerships; and a larger spectrum of complex financial instrument design. Therefore, new needs gaps are emerging that need to be supported to enable MPTFO to maintain these core principles.

2. Project Objectives

- To mitigate the risks to portfolio level oversight and management for MPTFO and enhance the availability of strategic information at the portfolio level;

- To redesign GW to enhance its capacity as a communication and advocacy tool in pooled funding;

- To enhance the current functionality to adapt to a more complex international development environment while incorporating future visioning for pooled funds;

- To improve and expand the functionality for internal business processes in alignment with the MPTF Office operational manual; and

- To provide online fund management tools for Fund secretariats and relevant Fund stakeholders that seamlessly integrate with MPTFO's AA services.

3. Defined Method of Approach

- This project is a "Large" size project and therefore will follow PRINCE2 methodology.

- The proposed option for this project is to exit the current MPTFO Gateway 1, which is built on a ColdFusion platform hosted by UNICC, and then rebuild it based on new requirements on a SharePoint platform with Atlas (PeopeSoft) integration. The process requires an intensive design and clear communication between the business user (MPTFO) and the supplier (OIMT). Should Sharepoint not meet the requirements of the business user needs, an alternative platform will be considered in phase 3: build.

4. Scope

While MPTFO is a center of expertise for MDTFs and Joint Programmes (JPs), they can be administered by any UN agency. Much of the information that is available on a real-time basis is drawn from an organization's ERP system (such as Atlas). There are at least four different ERP systems used in the UN system, and each has been customized to the organization's own needs. In order to have an integrated pooled financing platform across the UN system, there would need to be substantial harmonization on how pooled financing instruments are managed internally. Given that this is a pre-requisite for designing an IT based system (that is built on logic and instructions) and that this environment does not currently exist, the scope of GW 2.0 is limited to the portfolio of MDTFs and JPs managed by MPTFO and will include:

- **APPLICATION HOSTING & DATA WAREHOUSE:** Redevelop the existing features and functionalities from ColdFusion environment to a new technology (e.g. SharePoint); Data integration with Atlas;

- **GATEWAY 2.0:** Enhance the effectiveness of MPTFO's communication to relevant stakeholders, including simple tools and visuals to streamline data to key messages for targeted audiences; Add-on new information transparency standards (IATI)

- **FMS**: Add-on most if not all of MPTFs fund management internal business processes including additional features and functionality the office currently conducts offline through excel sheets, documents, and email, etc.;

- **GMS**: Add-on fund management tools for fund secretariats and relevant fund stakeholders;

- **DASHBOARDS**: Add-on data analysis tools (e.g. dashboards, Power BI, Google Analytics).

5. Project Deliverables and/or Desired Outcomes

The audience to the new gateway will be internal (restricted access) and external (public). The design of this product should take the access and permission into consideration.

Deliverable	
Project Mandate	OIMT template
Business Case	OIMT template
Project initiation Documents (PID)	OIMT template
Project Plan	OIMT template
Business Requirements	- A summary/reference guide describing the files will be placed in a "Diwen (IT)" folder on MPTF GW 2.0 Sharepoint site - A meeting with Diwen to describe business requirements
Design	Website Style Guide & Graphic design mockups Technical Design
Development	(Refer to Initial Project Plan) - APPLICATION HOSTING & DATA WAREHOUSE: Redevelop the existing features and functionalities from ColdFusion environment to a new technology (e.g. SharePoint); Data integration with Atlas; - GATEWAY 2.0: Enhance the effectiveness of MPTFO's communication to relevant stakeholders, including simple tools and visuals to streamline data to key messages for targeted audiences; Add-on new information transparency standards (IATI)

	▪ FMS: Add-on most if not all of MPTFs fund management internal business processes including additional features and functionality the office currently conducts offline through excel sheets, documents, and email, etc.;
	▪ GMS: Add-on fund management tools for fund secretariats and relevant fund stakeholders;
	▪ DASHBOARDS: Add-on data analysis tools (e.g. dashboards, Power BI, Google Analytics).
Technical testing	Website content management Test scripts Browser test scripts
User acceptance testing	UAT Test scripts
Security Clearance	Department will send email to Project Team saying cleared
Product sign-off	OIMT Board
Communication with Customers & Clients	User Launching message

6. Exclusions

- This project excludes any additional work to be incorporated into Gateway 1.0. Implementing additional large upgrades to GW 1.0 is considered a risk to the successful and timely implementation of this project, given that it will divert limited resources from this project.

7. Assumptions

- These assumptions are subject to review once business requirements are finalized.

- The new Gateway site will integrate with Atlas. No integration with other systems is expected. Data integration from Atlas will be as close to real time as possible.

- The audience to the new Gateway will be internal (restricted access) and external (public). The design phase should take the access and permission into consideration.

- A small part of the *eP3 Analytic Tools* is based on whether the UN comes to a consensus on standardized analytic/data cube categories.

8. Project Management Team Structure

Keep the project organisation as small as possible to reduce complexity and communication issues.
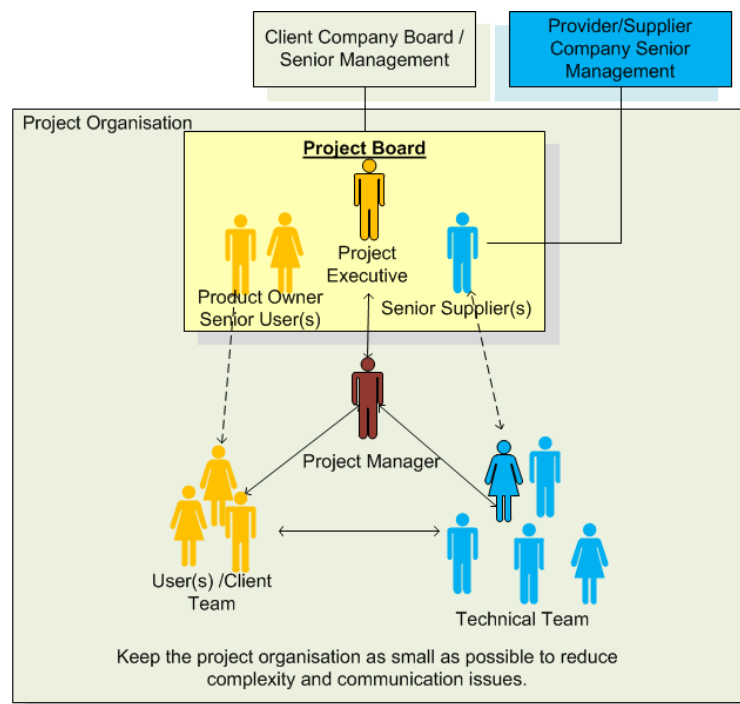
9. Project Board Roles and Responsibilities

In the initial design phase, the Project Board will be limited to the Executive Sponsor, Executive Manager, Senior Users ad the GW Project Manager, with input from the IT technical lead as required. In the production and development phase, the full project Board will convene. The Project Board will meet once a month to review progress and resolve issues.

Role	Name	Responsibilities
Executive Sponsor	**Jennifer Topping, MPTFO Executive Coordinator (Henriette Keijzers, Deputy Executive Coordinator)**	- The "owner" of the overall business change that is being supported by the project; ultimately responsible for the projects success; - Responsible for championing the project internally and externally with business partners and facilitating collaboration within UNDP at the Director level as needed; - Responsible for high-level oversight of the project's progress and risk management at a strategic level; - Responsible for committing sufficient resources to complete the project on time and to the quality required, including ensuring MPTFO staff required for the project commit to prioritizing the project's' objectives and are available; - Provides leadership and strategic direction to the Executive Manager and Project Manager; and - Final decision maker in the event of conflicting perspectives within business users.

Executive Manager	**Louise Moretta, Chief of Finance, MPTFO (Aamir Maqsood Khan, Finance Specialist)**	- Brief and advise Executive Sponsor on all matters concerning the project Responsible for monitoring and controlling the project's progress at a strategic level - Responsible for the business assurance of the project (i.e. that it maintains its focus on delivering products that will achieve the expected business benefits, and that the project will be completed within the agreed tolerances for budget and schedule); - Responsible for facilitating with OIMT to construct the technical project team; sourced by resources approved by the Executive Sponsor; - Responsible for ensuring that the Business Case remains valid throughout the project, and for monitoring the project's progress against it; - Responsible for ensuring that all project risks and issues are actively managed and controlled by the Project Manager and for monitoring the impact of potential changes on the Business Case and Project Plan; and - Provides oversight and direction to the Project Manager for contract management
Senior Users	**Eva Saenz, Fund Portfolio Manager**	- Ensures that the desired outcomes of the project have been clearly specified, and that the specification of the user's needs are accurate, complete and unambiguous - Represents the interests of all users; - Leads the design of the potential products to ensure the proposed outcomes meet users needs and are technically viable financially and programmatically; - Ensures that products are signed-off once completed and that they provide the expected user benefits - Responsible for user liaison with the project team; and - Highlights risks and options for solutions to users throughout the project.
Project Manager	**Anisha Blumenberg**	- Manages the design phase of GW2.0 and ensures all products are clearly defined, sequenced and integrated into a single, seamless GW tool; - Provides guidance and direction to the business user project team on developing and documenting business user needs and design functionality required; - Facilitates a collaborative design process and constructs a review and approval process to ensure the broader perspectives of key stakeholder groups are incorporated into the final deliverable; - Manages the production of the required products; ensures that the required products are delivered within cost and time constraints; - Ensures that the products meet specified quality standards; - Directs and motivates the project team, and is responsible for ensuring that the individuals understand their roles and are committed to carrying out their responsibilities - Builds and manages the relationship with the client and supplier - Plans and monitors the project and takes responsibility for overall progress, initiates corrective action where necessary; - Produces the project management documentation; - Prepares project, stage, and exception plans in conjunction with Team Managers and agrees them with Project Board; provides OIMT progress reports; - Establishes the schedule and documentation to be presented to the Project Board and records minutes of meetings; - Liaises with Project Board to assure the overall direction and viability of the project; and - Identifies and obtains any support and advice required for the management, planning and control of the project.

Senior Supplier	Nick Pavlakos	- Responsible for achieving the results required by the Executive Sponsor and Manager; - Advises on the selection of development strategy, design and methods and ensures that the proposals are realistic; - Agrees objectives for supplier activities; - Responsible for committing or acquiring the required supplier resources within budget; - Accountable for the quality of all products delivered by the supplier(s) ; - Ensures that progress towards the outcome remains consistent from the supplier perspective; - Monitors potential changes and their impact from the supplier perspective; - Resolves supplier requirements and priority conflicts; and - Responsible for assurance of the quality of supplied products.
Technical Lead	Diwen Xu	- Responsible for producing those products defined by the Project Manager to an appropriate quality within acceptable timescales and costs (Work Packages) - Reports to, and takes direction from, the Project Manager - Prepares plans for the team's work and agrees these with the Project Manager - Directs, motivates, plans and monitors the team's work - Advises the Project Manager of any deviations from plan, recommends corrective action and helps prepare any appropriate Exception Plans - Produces Progress Reports as agreed with the Project Manager - Assesses the impact of proposed changes and provides feedback to the Project Manager - Communicates with other teams to identify and address interdependency issues.

Technical team
The Team Manager reports to the Project Manager but has responsibility to ensure the product is delivered in the time and budget specified. She/he will directly manage the project team and are responsible for motivating and monitoring their ongoing work.

Project Assurance: Amsale Admassu
Project Assurance is in place to give the board members confidence that they are being given accurate reports on the progress of the project and the expected quality of the output. The task of project assurance is given to individuals from the project board, but not the project manager or any of the core project team.

Project Support: OIMT PMO
Project Support is driven by the needs of the project and the Project Manager. It can take the form of advice on project management tools and procedures.

Quality Assurance: Tala Hussein
Quality Assurance is in place to develop adequate and accurate reports for board members on the progress of the project and the quality of the approach.

10. Communication Plan
The communication plan provides a framework to manage and coordinate the wide variety of communications that take place during the project. The communication plan covers who will receive the communications, how the communications will be delivered, what information will be communicated, who communicates, and the frequency of the communications.

1.   Communication Objectives

Effective and open communications is critical to the success of the project.

The key communication objectives for the project are:

- Promote and gain support for the MPTF Gateway 2.0 project

- Encourage use of project management best practices

- Give accurate and timely information about the project

- Ensure a consistent message

2.   Communication Message and Delivery

The following outlines the targeted audiences, the key communication messages to be delivered, and the method for delivering the information, the communicator, and the frequency of the delivery.

Communication Type	Description	Information Provider	Information Required	Frequency	Interested Parties
Project Board Meeting	Introduce the project team and the project. Review project objectives and management approach.	- Project Manager	- Project documents - Approval - Project progress - Project issues	As needed	- Project Board Members
Gateway Working Sessions (Project Team)	Review status of the project with the team. Give project direction and follow up on project deliverables and changes in work processes.	- Senior User - MPTFO technical lead for assigned area	- Technical diagrams - User requirement analysis - Technical requirements - Status updates	Weekly or As needed	- Project Team - Project Manager
GW Progress Monitoring	Weekly meetings with MPTFO Executive team and GW Coordinating group to provide a status	- Project Manager	- Status Updates - Project progress - Project issues	Weekly	- Project Manager - MPTF Project Team - MPTF Senior Managers
Customer and Client updates	Update end users with the project status. Get a signoff that each business requirement is approved.	- Senior User - Project Manager	- Brief updates of where the project is standing	Once a month or as needed	- Customers and Clients
Go Live Announcement through email.	Announce that the project is ready to go live and communicate with the users to make sure that the release product meets their expectations	- Executive Sponsor - Senior Supplier - Business focal point	- Product user guide - Information if there will be any user training or webinars - How to access the product.	- Once at the end of the project lifecycle	- Customers and Clients

11. Initial Business Case

The business case can be accessed through this link
https://intranet.undp.org/apps/ictprojects/Shared%20Documents/Forms/Project%20Documents.aspx?var_ProjectTitle=MPTF%20Gateway%202.0&IsDlg=1

1.   Option

The selected option is to redevelop the MPTF Gateway 1.0 plus the additional required features on the available corporate UNDP supported platform SharePoint 2013.

2.   Timeline – Project, Technical, Resource

Project Timeline:

Task	Start	Finish
Initiation	November 2017	September 2017
Business Requirements Gathering	April 2018	September 2018
Planning, Analysis and Design	August 2018	December 2018
Development, Testing, Production	January 2019	September 2019
Closure		September 2019

Technical Timeline:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Data Warehouse	x	x							
FMS	x	x	x	x					
GMS			x	x	x	x			
RBM			x	x	x	x			
Dashboards		x	x	x	x	x	x		
Gateway 2.0				x	x	x	x	x	x
Documentation							x	x	x

Resource Timeline:

Tasks	Resources	Timeline	Amount
Data Warehouse	UNICC	2 months	50K
FMS	2 LTA developers	3 months	90K
GMS	2 LTA developers	3 months	90K
RBM	1 LTA Developers	4 months	K
Dashboards	1 PowerBI Developers	6 months	90K
Gateway 2.0	Graphic Design	2 months	50K
	2 LTA developers	4 months	120K
Application hosting	Microsoft Azure	12 months	100K
			650K

3.   Benefits Expected

- Provide a robust system based on a corporate platform with a disaster recovery mechanism
- Reflect the new information transparency standards (IATI)
- Create efficiencies in delivering Fund administration services by improving workflows
- Provide seamless integration between fund secretariats and fund administration
- Modernize the look of the site to be more appealing to audiences
- Improved communication tool for advocacy in pooled funding

4.   Cost Analysis

The below table details the investment one-time cost and the recurring cost associated with this project. All costs associated to this project will be covered by the business unit (MPTF).

- **Total Implementation Cost: $890,000 (one time)**

- **Total Recurring Cost: $100,000 (per year starting in 2020)**

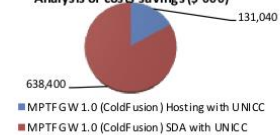## 5.   Investment Appraisal

Business summary - 5 years projection

	$'000	
Total project cost savings	$'000	769,440
Total project expenditures	$'000	(1,390,000)
Net project savings / income	$'000	(620,560)
ROI (return on investment - after 5 years)		-44.6%
Payback		Year 6

Analysis of costs savings ($'000)

- 131,040
- 638,400

■ MPTF GW 1.0 (ColdFusion) Hosting with UNICC
■ MPTF GW 1.0 (ColdFusion) SDA with UNICC

Ref	Description	2017	2018	2019	2020	2021	2022	2023	2023	Total
1	**Project cost savings**									
1.1	MPTF GW 1.0 (ColdFusion) Hosting with UNICC	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 21,840.00	$ 131,040.00
1.2	MPTF GW 1.0 (ColdFusion) SDA with UNICC	106,400	106,400	106,400	106,400	106,400	106,400	106,400	106,400	$ 638,400.00
1.3	MPTF GW 1.0 (ColdFusion) Maintenance and Support - One IC	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	$ 480,000.00
1.4	MPTF GW 1.0 (ColdFusion) SQL Server Support	5,664	5,664	5,664	5,664	5,664	5,664	5,664	5,664	$ 33,984.00
1.5	MPTF GW 1.0 (ColdFusion) Estimated Storage Cost and backup	1,764	1,764	1,764	1,764	1,764	1,764	1,764	1,764	$ 10,584.00
	Sub total cost savings	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 215,668.00	$ 769,440.00
2	**Project expenditures**									
2.1	**Implementation costs**									
2.1.1	Project Manager – Design and ICT Project & Development Management	10000	90000	90000						$ 190,000.00
2.1.2	**Development, Testing and Production**									
2.1.3	Data Warehouse			50,000						$ 50,000.00
2.1.4	FMS (2 LTA developers @ 3 months)			90,000						$ 90,000.00
2.1.5	GMS (2 LTA developers @ 3 months)			90,000						$ 90,000.00
2.1.6	RBM (1 LTA developers @ 4 months)			100,000						$ 100,000.00
2.1.7	Dashboards (1 PowerBI Developers @ 6 months)			90,000						$ 90,000.00
2.1.8	Gateway 2.0 (Graphic Design @ 2 months + 2 LTA developers @ 4 months)			170,000						$ 170,000.00
2.1.9	Application Hosting (Microsoft Azure for 12 months)			100,000						$ 100,000.00
2.1.10	Technical Documentation			10,000						$ 10,000.00
	Sub total implementation costs	$ 10,000.00	$ 90,000.00	$ 790,000.00	$ -	$ -	$ -	$ -	$ 890,000.00
2.2	**Ongoing costs**									
2.2.1	Annual maintenance costs & post implementation support which includes fixing bugs, glitches, minor miscalculations			$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 500,000.00
	Sub total ongoing costs	$ -	$ -	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 500,000.00
	Sub total expenditure	$ 10,000.00	$ 90,000.00	$ 890,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 1,390,000.00
	Cash flow	$ 205,668.00	$ 125,668.00	$ (674,332.00)	$ 115,668.00	$ 115,668.00	$ 115,668.00	$ 115,668.00	$ 115,668.00	$ (620,560.00)
	Cumulative cash flow		$ 125,668.00	$ (548,664.00)	$ (432,996.00)	$ (317,328.00)	$ (201,660.00)	$ (85,992.00)	$ 29,676.00	

3	**Project discount rate** comprising:	%
	- cost of capital	5.0
	- inflation	
	- risk	0.0

12. Initial Project Plan

Name	Deliverable	Start Date	Finish Date	Resource
Initiation		**10-Nov-2017**	**22-Jun-2018**	
Project Kickoff	Meeting	28-Nov-2017	28-Nov-2017	MPTF
PID	Review and feedback of draft PID	10-Nov-2017	31-Dec-2017	Anisha, Louise
Business Analysis/Software Requirements		**18-Apr-2018**	**31-Dec-2018**	
Fund Management Planning Kickoff	Meeting	18-Apr-2018	18-Apr-2018	MPTF
Fund Management System (FMS)	Process Map, Business Requirements, Mockup & Integration Points - https://goo.gl/2KiCxD			FMS Working Group
Grant Management System (GMS)	Process Map, Business Requirements, Mockup & Integration Points - https://goo.gl/2KiCxD			FMS Working Group
RBM	Process Map, Business Requirements, Mockup & Integration Points - https://goo.gl/2KiCxD			Pierre, Henriette
Gateway 1.0	1)Sitemap diagram and Excel Spreadsheet - https://goo.gl/j7YAUw			MPTF
Develop new WBS	Update WBS – See Annex 1			Anisha
Analytics & Dashboards	https://goo.gl/6APRmh			Analytics & Dashboards Working Group
Communication Strategy	Gateway Communication Strategy doc & sitemap - https://goo.gl/j7YAUw			Communication Working Group
Notifications & Contact DB	See FMS framework and Contact DB (https://goo.gl/VZVwws)			Notifications & Contact DB Working Group
Milestone	**MPTF All staff meeting to review business requirements**		**18-Sept-2018**	**MPTF**
Planning, Analysis and Design		**19-Sep-2018**	**6-Jan-2019**	
Stage Planning Meetings with IT	– Review requirements with Technical Team Lead – weekly meetings reviewing business requirements in preparation for Diwen estimate - Delivery final estimate docs to Diwen in Sharepoint folder: https://goo.gl/dyyg3L	4-Sep-2018	31-Oct-2018	Anisha, Diwen, GW Coordinator Group
Technical Team Lead clears Estimate of Business Requirements	Presentation to Project Board of development phase plan and timeline		31-Oct-2018	Diwen
OIMT begins procurement of developer resources				Diwen, OIMT
OIMT Plan for Design and Development	Submit FMS & GMS form mockups, submit draft branding graphic design mockups; provide costs, timeline, resource plan		16 Nov-2018	Diwen, OIMT
Technical Team Lead clears Final Business Requirements	OIMT to email project board and confirm all requirements in folder are complete (https://goo.gl/VFwkBB)			Diwen, OIMT
Milestone	**Project Board approves technology plan, designs, Timeline, Costs, Resources, final PID**		**19 Nov-2018**	**Project Board**
Development, Testing and Production		**7-Jan-2019**	**30 Sep-2019**	
Design	Web Style Guide			IT Dev Team, Project Board

	Mockups for all sitemap page templates (including fund and project pages, dashboards, and home page)		
Development	Add-on data analysis tools (e.g. dashboards, Power BI, Google Analytics). Add-on data analysis tools (e.g. dashboards, Power BI, Google Analytics).		IT Dev Team
Testing	UAT templates, test scripts, test plan		IT Dev Team
Documentation	Create Training Materials, Technical Documentation,		IT Dev Team
Go live	Launching message to send out to users		Project Board, IT Dev Team
Closure	OIMT Project Closure Template – End of Project		

NOTE: Post production review will take place after 3 months of the system go-live date. Based on the results obtained from the review, the project team will decide if the product requires major or minor adjustment and take the appropriate action following the standard procedures.

13. Initial Risk Log

Risk	Description	Probability	Impact	Mitigation
Obsolete and non-corporate Platform	The current Platform is aging and an end-of-life support date of Q3 2019 was communicated to OIMT. As more business needs have been identified in the last 8 years, extra functionality has been patched onto the original design, causing the infrastructure to slow.	High	Medium	The implementation of this project is the actual mitigation of this risk. UNDP is streamlining the variety of technology platforms available in the organization and by using a corporately supported platform, a stronger development, production and maintenance environment will be in place to protect this tool.
Lack of a disaster recovery mechanism	The current platform lacks the ability to handle disaster recovery.	High	High	Migrating the application to SharePoint will allow MPTF Gateway to utilize the Disaster Recovery mechanism put in place for the SharePoint environment in general.
Available resources	Available resources to develop the full product on SharePoint with the additional features.	Medium	Medium	A thorough discussion between MPTF and OIMT to make sure that the available resources sufficient for the required modification within the agreed-on timeline
Fund Management Sytem (which includes a Grants Management portion) is new integration piece and technology is currently custom and unknown	The Fund Management System is a custom system that will be built to reflect the MPTF Operational manual full fund lifecycle.	Medium	Medium	The assumption is made that most systems have API's to allow for easy system integration and data import/export. Once technical specifications are discussed about the FMS & GMS, PM will keep in close contact with OIMT Technical Team to discuss system integration and compatibility. Once business requirements are identified, MPTF GW 2.0 Coordination Team will meet weekly with OIMT during the planning and

				design phase to review the features and functionality expected. This will ensure both parties are on the same page as far as the expected feature and functionality outcomes.
A Results Based Management system (RBM) framework must be developed internally by MTPF before the functionality can be introduced and integrated into relevant new technology features.	RBM functionality is a requested business requirement that must be included in GW 2.0. The framework of how the SDG data will be captured still has to be constructed internally with MPTF staff.	Medium	Medium	If Results Based Management system (RBM) can't integrate with a GMS, we will need to reevaluate the tool and either move to develop post-Gateway 2.0 production or look at another way to integrate existing RBM technology.
Business Requirements and the Planning & Design Phase need to be in draft form by October 31, 2018	OIMT needs to fully understand and have a complete picture of the GW 2.0 business requirements so that they can beginning procuring resources for the project to begin developing in January 2019.	Medium	Medium	If MPTF can't finalize the FMS, GMS , and new Dashboard business requirements and templates in a draft format by October 31, 2018, there were two options identified: 1) GW 2.0 will launch with a redesign of existing content + new Dashboards; or, 2) GW 2.0 will launch with all new functionality (FMS + GMS + RBM + Dashboards + new site design)
OIMT Relocation in 2019	OIMT has shared the possibility that their entire office plans to relocate out of the New York office, to a location outside of the United States. They currently estimate this will happen in the summer of 2019, however no dates have been confirmed.	Medium	Medium	This might impact the timeline of the GW 2.0 website launch. To avoid a delay, the MPTF office and OIMT have committed to launching the new site prior to the move. This is assuming the relocation will begin after June 2019. Launching GW 2.0 prior to the move will ensure minimal interruption and delays.

14.   Annex

1.   Work Breakdown Structure

1.