

Creating a Project

Creating a Project: Project M&E Settings

The third tab of the project definition screen is **M&E Settings**. These settings are **extremely important** because they control how the system will handle project information, specifically for accurate project and financial reporting.

The screenshot shows the 'Edit Project' interface with the 'Project M&E settings' tab selected. The interface includes a sidebar with navigation options like Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area has tabs for Project Details, Project Description, Project M&E settings (highlighted), and Project Milestones. Below the tabs, there are checkboxes for 'Use Activity Global Planning' and 'Use Activity Weighting', a 'Log frame Templates' dropdown, and a table for 'Fiscal Year' planning.

Fiscal Year beginning	Fiscal Year	Start Date	End Date	Reporting Frequency
January	2020	Dec 1, 2020	Dec 31, 2020	Select a period
	2021	Jan 1, 2021	Dec 31, 2021	Select a period
	2022	Jan 1, 2022	Dec 31, 2022	Select a period
	2023	Jan 1, 2023	Dec 31, 2023	Select a period
	2024	Jan 1, 2024	Dec 31, 2024	Select a period
	2025	Jan 1, 2025	Dec 1, 2025	Select a period

At the bottom of the table, there are 'Previous', 'Next', and 'OK' buttons. The footer indicates 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

Delta supports up to three levels of project financial planning: Global, Annual, and Period. Check **Use Activity Global Planning** to enable planning of all project activities over the life of the entire project. If you leave this unchecked, the system will default to **Annual Planning**, where you'll plan activities year over year for each year of the project. **Period Planning** is always used, regardless of whether one or two levels above it are used.

IMPORTANT: once you've set your planning parameters, you will **not** be able to change them once the project has been saved. Make your selection carefully.

Some projects use **weighted activities**. Select this option if you want to enable weighting activities by budget, actual cost, or sum of the weights (sigma). The type of weighting is selected for each activity in the log frame of the project, in the Settings module. The use of Activity Weighting is described in detail in [Project Settings: Log Frame: Using Activity Weights](#).

Creating a Project

Log frame Template



1 Goal (1)

- Assign Indicator
- Automatic Weight (Budget)

2

Label *

Outcome

length *

2



Assign Indicator



Automatic Weight

Based on



Budget



Actual cost



Σ Weight

Cancel

✓ OK

3 Outputs (3)

- Assign Indicator
- Automatic Weight (Budget)

4 Activities (4)

- Assign Indicator

Select a **Log Frame Template**. Choosing Custom Log Frame will allow you to create or import a log frame that's specific to your project. Other templates can be created and added to the list at the Project level, as described in [Portfolio Settings: Log Frame](#).

Select the correct month for the start of the fiscal year. **IMPORTANT:** Once you have selected this, the system calculates how to establish periods for the entire project. If you change your mind, any

Page 2 / 4

© 2026 WebArchitects <admin@linearflight.ca> | 2026-10-30 04:14

URL: <https://linearflight.ca/phpmyfaq/index.php?action=faq&cat=22&id=67&artlang=en>
© DeltaGIS Inc. 2020-2023. All Rights Reserved.

Creating a Project

existing data will be **erased**.

Fiscal Year beginning

January

January

February

March

April

May

June

July

August

September

Note that the Start and End dates for each Fiscal Year on the right side of the screen change according to your selection in the Fiscal Year Beginning field.

Set the **Reporting Frequency** for each project year from the pick list at the right end of each line. You have the option of selecting different reporting frequencies for different project years if it's appropriate for the project.

Reporting Frequency

Select a period

Year

Semester

Quarter

Month

Creating a Project

IMPORTANT: this is another setting which will result in **data loss** if you alter it after data has been entered into the project. Make your selections carefully.

You can click OK to save the project as is, or click Next to go to the Milestones tab of the project definition.

Previous: [Creating a Project: Project Description](#) | Next: [Creating a Project: Project Milestones](#)

Unique solution ID: #1066

Author: n/a

Last update: 2023-07-01 22:31