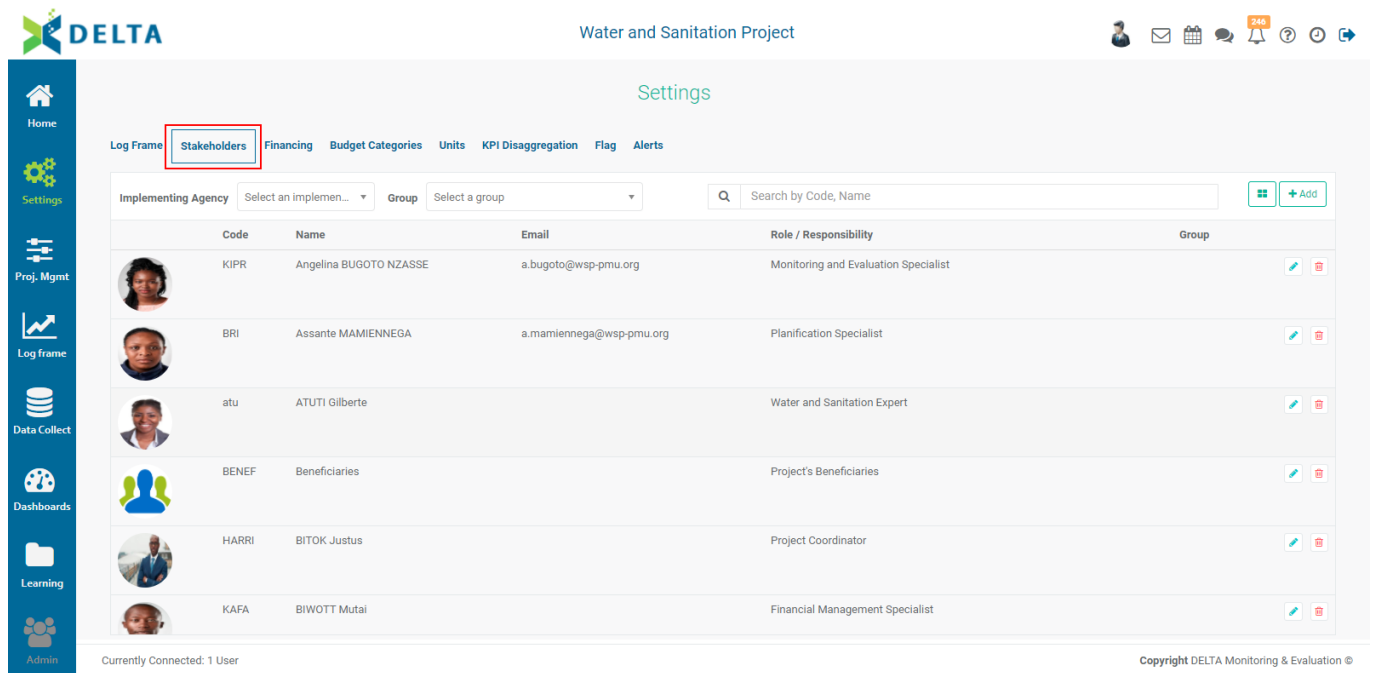


Project Settings

Project Settings: Stakeholders

Stakeholders are all the actors involved in the workflow of monitoring and evaluation.



DELTA Water and Sanitation Project

Settings

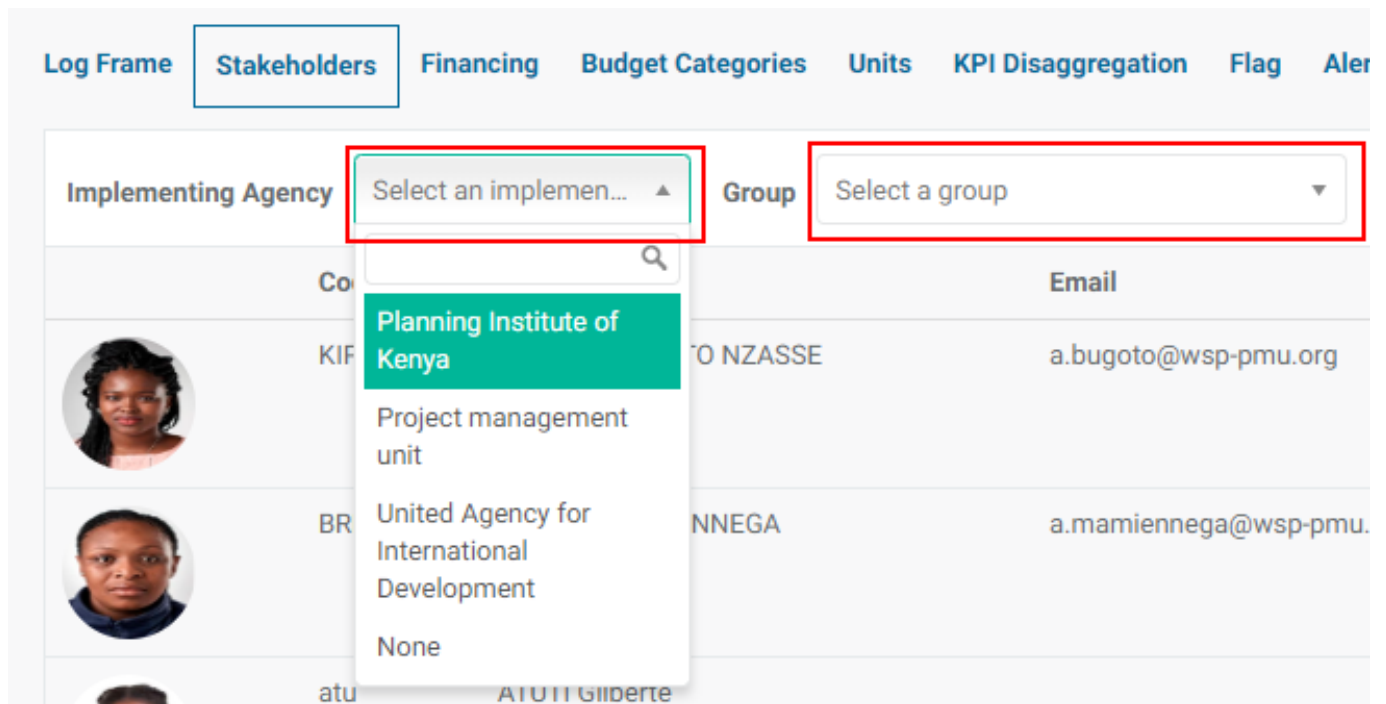
Log Frame **Stakeholders** Financing Budget Categories Units KPI Disaggregation Flag Alerts

Implementing Agency Select an implemen... Group Select a group Search by Code, Name + Add

	Code	Name	Email	Role / Responsibility	Group
	KIPR	Angelina BUGOTO NZASSE	a.bugoto@wsp-pmu.org	Monitoring and Evaluation Specialist	
	BRI	Assante MAMIENNEGA	a.mamiennega@wsp-pmu.org	Planification Specialist	
	atu	ATUTI Gilberte		Water and Sanitation Expert	
	BENEF	Beneficiaries		Project's Beneficiaries	
	HARRI	BITOK Justus		Project Coordinator	
	KAFA	BIWOTT Mutai		Financial Management Specialist	

Currently Connected: 1 User Copyright DELTA Monitoring & Evaluation ©

Use the **Agency** and **Group** pick lists to narrow down the list, or use the Search bar.

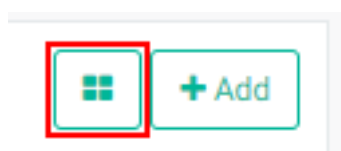


Log Frame **Stakeholders** Financing Budget Categories Units KPI Disaggregation Flag Alerts

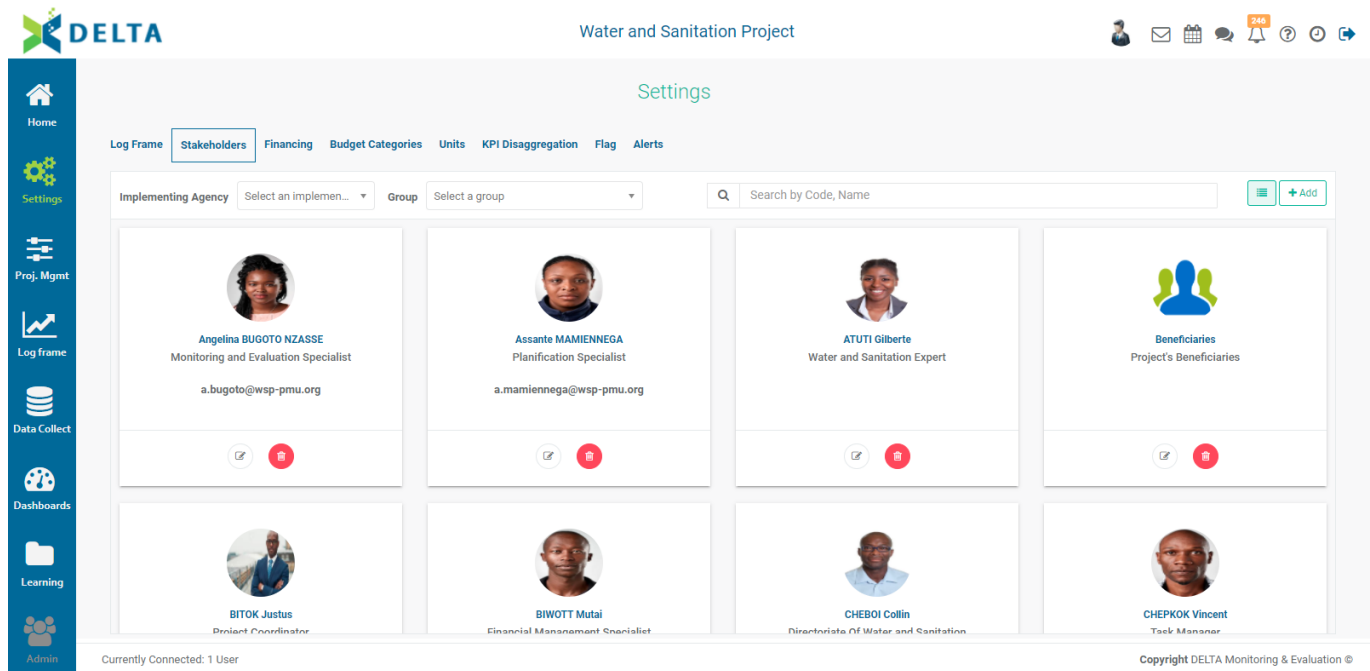
Implementing Agency Select an implemen... Group Select a group

Planning Institute of Kenya
Project management unit
United Agency for International Development
None

Click the Tile/List icon to toggle between the List and Tile views. The icon is to the left of the +Add button.

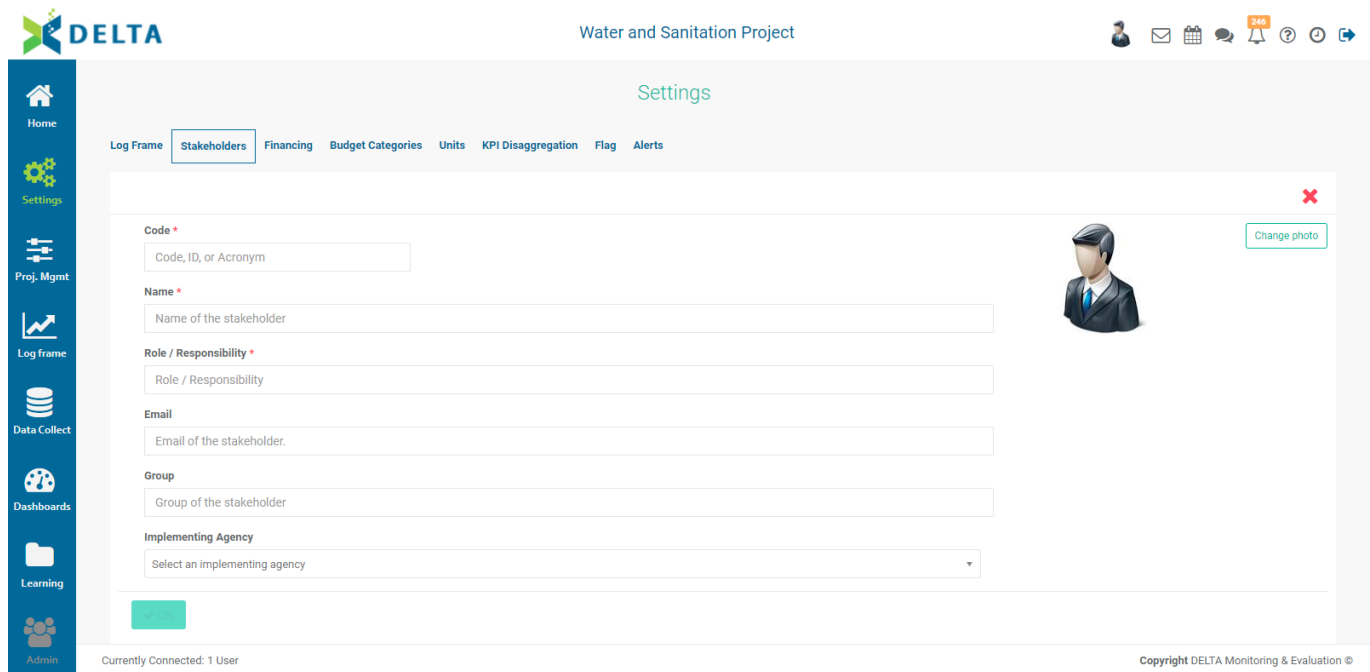


Project Settings



The screenshot shows the 'Settings' page for the 'Water and Sanitation Project'. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area has a top navigation bar with 'Log Frame', 'Stakeholders', 'Financing', 'Budget Categories', 'Units', 'KPI Disaggregation', 'Flag', and 'Alerts'. Below this is a search bar with 'Implementing Agency' and 'Group' dropdowns, and a search input field. The main area displays a grid of stakeholder cards. Each card includes a profile picture, name, role, and email address. The cards are for: Angelina BUGOTO NZASSE (Monitoring and Evaluation Specialist), Assante MAMIENNEGA (Planification Specialist), ATUTI Gilberte (Water and Sanitation Expert), Beneficiaries (Project's Beneficiaries), BITOK Justus (Project Coordinator), BIWOTT Mutai (Financial Management Specialist), CHEBOI Collin (Directorate Of Water and Sanitation), and CHEPKOK Vincent (Task Manager). At the bottom, it says 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

To **create a new stakeholder**, click +Add to bring up the Stakeholder information screen.



The screenshot shows the 'Stakeholder' form in the 'Settings' page. The form has fields for: Code (mandatory), Name (mandatory), Role / Responsibility (mandatory), Email, Group, and Implementing Agency. There is a 'Change photo' button next to a placeholder image. The form is titled 'Stakeholder' and has a red 'X' icon in the top right corner. At the bottom, it says 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

Fill out the screen with the appropriate information. Mandatory fields are indicated with an asterisk (*). As a best practice, we suggest you also fill out all the available information in the optional fields.

The Role/Responsibility field is free-form, but it also contains a pick list. If your desired role doesn't appear in the list, enter it manually, and it will become available in both the pick list and search filters.

If the group you're looking for is not in the Group pick list, enter it in the field, and it will become available in both the pick list and the search filters.

[Implementing Agencies](#) are created at the Portfolio level. If you don't see your desired agency, you'll first need to set it up in the Settings module of the Portfolio.

Click Change Photo to display the stakeholder's picture, if desired. Navigate to the photo file to select it, and click OK to associate it with the stakeholder record.

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URL: <https://linearflight.ca/phpmyfaq/index.php?action=faq&cat=27&id=46&artlang=en>
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Project Settings

Click OK when you're done to save your work and return to the Stakeholders list.

To **edit or delete a stakeholder**, click on the Edit icon or the Delete icon on that stakeholder's tile or list item.

Each stakeholder has a dashboard which displays activities and reports for which that stakeholder is responsible. To **view a stakeholder's dashboard**, click on that stakeholder's entry in the list or tile view.

The screenshot shows the 'Settings' page for a stakeholder named RUDISHA Sharon, a Water and Sanitation Specialist. The page has a sidebar with navigation options: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled 'Settings' and includes tabs for Log Frame, Stakeholders (selected), Financing, Budget Categories, Units, KPI Disaggregation, Flag, and Alerts. Below the tabs is a profile card for RUDISHA Sharon. The main section displays a table of activities with filters for Activity status (In progress, Completed, Behind schedule, Ahead of schedule), Level of Responsibility (Global, Local), and Year (All (*)). The table lists activities such as 'A11A - Construction of water points to national standard' and 'A11B - Rehabilitation of water handpumps to national standard'.

Activity	Start Date	End Date	Start Date	End Date
A11A - Construction of water points to national standard	Jan 15, 2015	Dec 31, 2020	Jan 15, 2015	Mar 31, 2018
A11B - Rehabilitation of water handpumps to national standard	Jan 15, 2015	Dec 31, 2020	Jan 15, 2015	Mar 31, 2018
A12B - Training of technicians of WatSan committees	Jan 15, 2015	Dec 31, 2020	Jan 15, 2015	Mar 31, 2018
A21A - Construction of functioning household latrines	Jan 15, 2015	Dec 31, 2020	Jan 15, 2015	Mar 31, 2018
A22A - Construction of demonstration toilets	Jan 15, 2015	Dec 31, 2020	Jan 15, 2015	Mar 31, 2018

The default view is **Activities**. Click on the **Reports** tab to view which reports have been assigned to this stakeholder. Use the Activity Status, Level of Responsibility, and Year filters to narrow down the list.

Click the X at top right to return to the previous screen.

NOTE: before creating a stakeholder in your project, check to make sure that stakeholder does not already exist. Stakeholders created at the project level will also be available at the portfolio level, and stakeholders created at the portfolio level are also available to be selected by all projects. A little attention to this detail will prevent duplication of stakeholders.

NOTE: when you create a stakeholder at the Portfolio level, you will have the additional option of displaying that stakeholder's information on [Delta's Public Portal](#). What this does is publish selected information on the login page, which allows people who do not have access to the system to read information about the Portfolio and projects. The Portal is an **optional** functionality which you have to specify before your system is commissioned.

Previous: [Project Settings: Log Frame: Editing a Log Frame](#) | Next: [Project Settings: Financing](#)

Unique solution ID: #1045

Author: n/a

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