

Indicators (KPIs)

Indicators: Creating Indicators: Details

Overview

Indicators can be created at any level of the log frame up from the Activities level. Select a log frame element to view the indicators for that element, and to add indicators for that element. Indicators are filtered by default according to their level in the log frame hierarchy (output, outcome, goal, etc.).

NOTE: associating an indicator to an activity is a special case, and is described in the article [PM: Activities: Associating Indicators to an Activity](#).

The screenshot displays the DELTA Water and Sanitation Project Log Frame interface. The sidebar on the left contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The main content area is titled 'Log Frame' and features tabs for Activities, Outputs, Outcome, and Goal. The 'Outputs' tab is selected and highlighted with a red box. Below the tabs, there is a search bar and a list of indicators. Each indicator entry includes a code (e.g., 011A), a name (e.g., 'NUMBER OF WATER POINTS CONSTRUCTED TO NATIONAL STANDARD'), a unit of measure (e.g., 'Number'), a time range (e.g., 'Jan 1, 2015 to Dec 31, 2020'), and a geography level (e.g., 'Geography level 2'). There is also an 'Add Indicator' button in the top right corner of the indicator list.

Each indicator features at-a-glance information such as its code, name, unit of measure, time range, and geography level.

Indicators (KPIs)

DELTA Water and Sanitation Project

Log Frame

Activities Outputs Outcome Goal

Log Frame

Search an Indicator

INDEL SAMPLE INDICATOR FOR DELETION/RECOVERY EXAMPLE

Unit of measure: Hours Jan 1, 2015 to Dec 31, 2020 Geography level 1

011A NUMBER OF WATER POINTS CONSTRUCTED TO NATIONAL STANDARD

Unit of measure: Number Jan 1, 2015 to Dec 31, 2020 Geography level 2

011C NUMBER OF VILLAGES WITH NEW WATER PUMPS

Unit of measure: Number Jan 1, 2015 to Dec 31, 2020 Geography level 2

0112 TEST INDICATOR FOR DISPLAY

Unit of measure: Hours Jan 1, 2015 to Dec 31, 2020 Geography level 3

012A NUMBER OF COMMUNITIES WITH A WATSAN COMMITTEE ESTABLISHED

Unit of measure: Number Jan 1, 2015 to Dec 31, 2020 Geography level 4

012B NUMBER OF WATSAN COMMITTEES WITH TECHNICIANS TRAINED TO PERFORM BASIC MAINTENANCE ON WATER POINTS

Unit of measure: Number Jan 1, 2015 to Dec 31, 2020 Geography level 4

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To **create a new indicator**, click the +Add Indicator button. The first screen contains the essential parameters for the indicator, and it contains three sub tabs: Details, Data Source, and Spatial Visualization.

The **Details** tab is the basic information about the indicator. Fields with mandatory information are marked with an asterisk. Begin by assigning a **code** and a **name** to the indicator. The Data Source and Spatial Visualization tabs as well as the OK button at the bottom right of the screen will be enabled once you enter the code and name.

DELTA Water and Sanitation Project

Details Data Source Spatial visualization

Code * Name *

Definition / Description

Link to the Logframe

G: Reduce death and illness related to Water and Sanitation related diseases in the targeted communities

Track Budget/Cost Visible in Portfolio

Category * Unit of measure *

Impact Indicators H: Hours

Cumulative

Disaggregation Categories

None

Responsible Entity *

OK

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The **Definition/Description** field is optional, but it's a best practice in general to write out what the indicator is about so it can be referred to at any time.

If a log frame element was selected when you created the indicator, that element will be automatically selected in the Details screen **Link to the Log Frame** field. Verify that it is the log frame element you intended. If it is not, click either inside the field or on the field's Edit icon (pencil) to select the appropriate log frame element from the log frame tree in the popup window.

Indicators (KPIs)

Log Frame



✓ G: Reduce death and illness related to Water and Sanitation related diseases in the targeted communities

✓ O1: Improved access to and use of sustainable sources of safe water in target communities

➤ O11: Community water points constructed or rehabilitated

➤ O12: Community management of water points is improved

✓ O2: Improved access to and use of sustainable sanitation facilities among targeted communities

✓ O21: Sanitation facilities constructed

● A21A: Construction of functioning household latrines

➤ O22: Sanitation facility use is promoted

➤ O23: Community management of sanitation facilities is improved

➤ O3: Enhanced practice of safe hygiene and sanitation in the household

✓ W: Increase access to water

➤ O1: Test Outcome 01

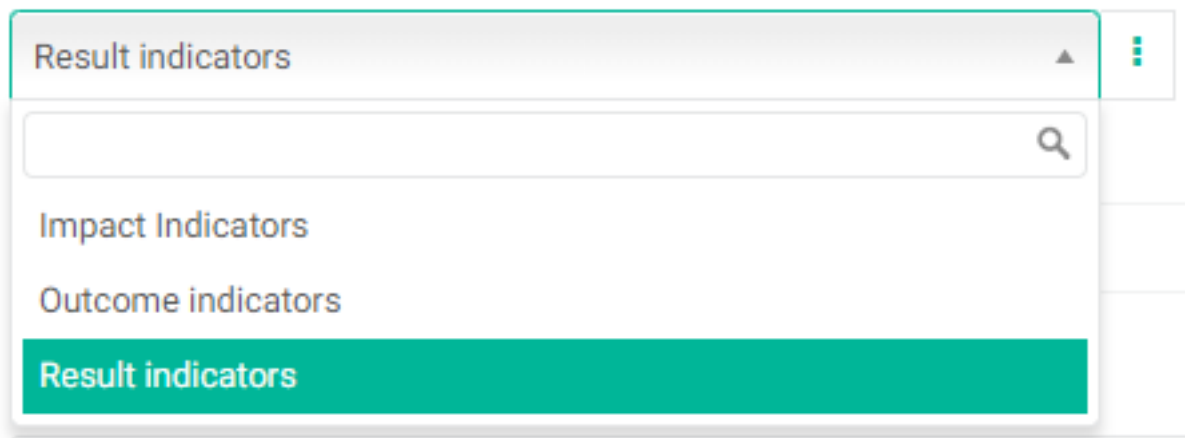
Check the **Track Budget/Cost** box if you want the system to track and enable reporting on the indicator's financial data. this can be omitted if you don't perform any financial tracking at the indicator level.

Indicators (KPIs)

Check the **Visible in Portfolio** to make this indicator visible at the portfolio level. **NOTE:** this does **not** make the indicator a cross-cutting indicator; those are created exclusively at the Portfolio level. Checking Visible in Portfolio simply adds the indicator to the portfolio list for more visibility and ease of access.

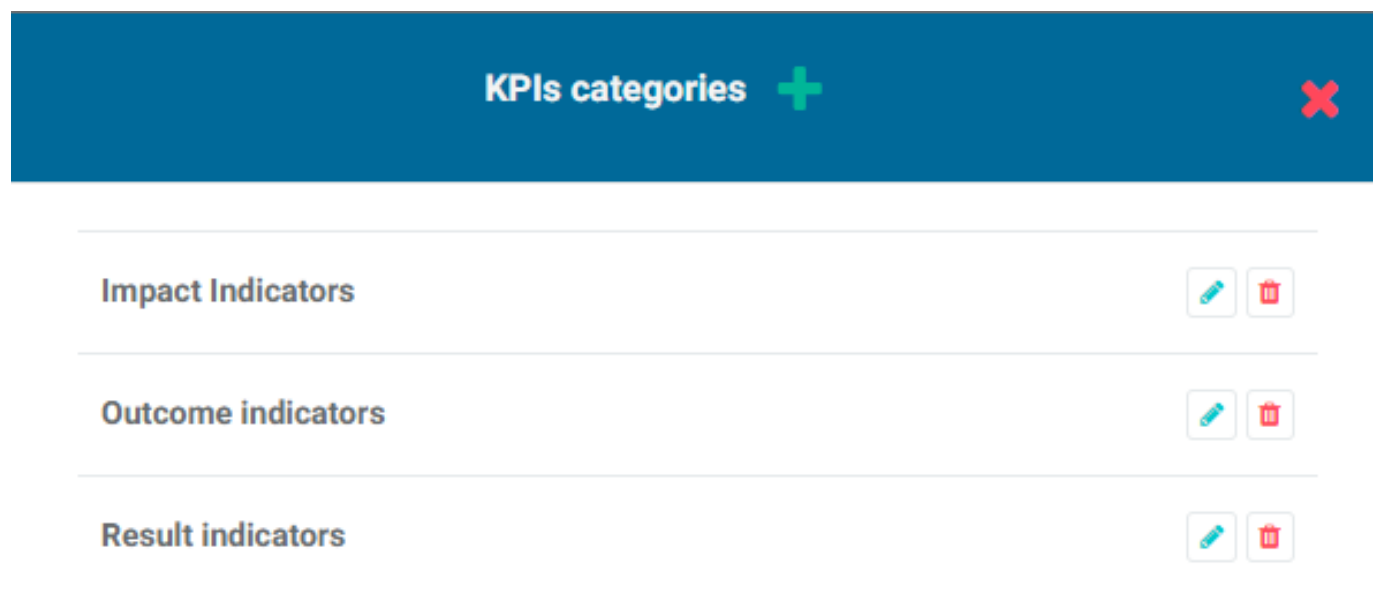
Select the appropriate category for the indicator you're creating in the **Category** pick list.

Category *



The screenshot shows a dropdown menu for the 'Category' field. The selected category is 'Result indicators'. Below the selection, there is a search bar with a magnifying glass icon. Below the search bar, there are three options: 'Impact Indicators', 'Outcome indicators', and 'Result indicators'. The 'Result indicators' option is highlighted with a green background.

If the category you're looking for does not yet exist, you can create a new one from the Details > Description screen. To **add a new category**, click the More icon (three vertical dots) at the right end of the field to bring up the KPIs Categories popup window.



The screenshot shows the 'KPIs categories' popup window. The title bar is blue with the text 'KPIs categories' and a green plus icon. There is a red X icon in the top right corner. The main area is white and contains a list of categories: 'Impact Indicators', 'Outcome indicators', and 'Result indicators'. Each category has a green plus icon and a red trash icon to its right.

Click the + in the popup window's title bar, and enter the **Label** for the category. Click OK to save your work.

Indicators (KPIs)

KPIs categories

+

×

Label *

Sample Indicator Category

Cancel

✓OK

The new KPI Category will appear in the popup window.

KPIs categories		+	×
Impact Indicators			
Outcome indicators			
Result indicators			
Sample Indicator Category			

To **edit a KPI category**, click its Edit icon in the KPIs Category popup window, make the necessary changes, and click OK. To delete a category, click its Delete icon in the popup window and confirm the deletion.

By default, all indicators are **Simple**. Check the **Cumulative** box to switch the indicator from Simple to Cumulative. Cumulative indicators values never decrease over time.

Enter a **Unit of Measure** for the indicator. This pick list is populated by the [Project Settings: Units](#) you entered in the project's Settings module.

Enter as many **Disaggregation Categories** as are appropriate for the indicator. If you select more than one, you'll be given the option of choosing between Parallel Disaggregation and Cross Disaggregation. **IMPORTANT:** be careful selecting which disaggregation type you want to use; you **cannot** change this selection once you save the indicator.

Indicators (KPIs)

☐ Parallel
Disaggregation

☐ Cross
Disaggregation

Select the **Responsible Entity** for the indicator. This pick list is populated from the [Stakeholders](#) you entered in the project's Settings menu.

Use the **Input Geography Level** pick list to associate the indicator to the proper geography level. NOTE: depending on how you set up your Locations at the Portfolio level, your geography levels/divisions will differ from this example.

Input geography level *

Kenya

Kenya

County

Sub-county

Village

The **Geography Aggregation Method** pick list offers standard aggregation calculations: Sum, Average, Maximum, and Minimum.

Geography aggregation method *

None

Sum

Average

Maximum

Minimum

The last three mandatory fields on this screen are **Start Date**, **End Date**, and **Frequency of Collection**. Enter the proper information for each.

Start date *

January 2015

End date *

December 2020

Frequency of Collection *

Quarter

Indicators (KPIs)

The last four fields on this form are optional, but it's good practice to enter some information so it can be referred to later. Typically, this information is contained in an M&E framework manual. The fields are: **Target Group**, **Assumptions**, **Means of Verification**, and **Collection Technique**.

When the **Details** screen is complete, you can save your work by clicking the OK button at the bottom and come back to the indicator later, or you can continue entering indicator information. If you choose to save your work, you will be returned to the Log Frame > Indicators screen at the log frame level you previously selected. Your new indicator will appear on the screen.

Previous: [Indicators: Indicators Screen](#) | Next: [Indicators: Creating Indicators: Data Source](#)

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