



Global Environment Facility

GEF/C.17/Inf.12

April 16, 2001

GEF Council
May 9-11, 2001

**PROGRESS REPORT
ON
THE PROJECT MANAGEMENT INFORMATION SYSTEM**

1. This paper reports on the progress to-date on the implementation of GEF Secretariat's Project Management Information System (PMIS), which was approved under the FY01 Corporate Budget at the May 2000 meeting of the Council. The PMIS was successfully tested in March 2001 and operationally deployed in mid-April 2001.

2. Prior to the implementation of the Project Management Information System (PMIS), GEF Secretariat had relied on a number of databases, maintained in various formats (i.e., Word, Excel, Access). These stand-alone databases had been independently created and maintained by GEF Secretariat teams and staff to serve a variety of purposes; although based essentially on the same body of data. The PMIS, now implemented as a component of GEF's information management strategy, will provide GEF Secretariat with a single comprehensive centralized database system.

DESIGN, DEVELOPMENT, AND IMPLEMENTATION

3. GEF Secretariat and the three Implementing Agencies collaborated extensively on the design, development, and implementation of PMIS, agreeing on the following operational and system decisions that affect the effectiveness and efficiency of information management:

- (a) Common use of Microsoft Access as the primary database software for various reasons, including the ease of developing a robust graphical user interface and possibility of eventual migration to SQL Server.
- (b) Use of Access-based interface for the GEF Secretariat and the Implementing Agencies.
- (c) Division of responsibility between GEF Secretariat and the Implementing Agencies for data collection, transfers, and input to ensure accountability, completeness and accuracy.
- (d) Mechanisms for efficient data input and transfers, including the design of a uniform project brief to facilitate data input and transfers.
- (e) Data responsibilities at each pertinent point in a project life cycle, when data creation or amendment becomes necessary.
- (f) Schedule and standardized format for data update and exchange with agencies.
- (g) Standard core data-set to be maintained by all the Implementing Agencies with respect to their projects.
- (h) Regular standard reports prepared by GEF Secretariat for internal and external perusal.

TASKS COMPLETED SO FAR

4. In attaining the stated objectives of the design, development and implementation of PMIS, the following tasks have been completed to date:

- (a) Establishment of role, function and responsibilities of and appointment of a Database Administrator in GEF Secretariat.
- (b) Design, development, and programming of database structure and user interfaces.
- (c) Population of database on the basis of the December 1999 Operational Report on GEF Projects (ORGP) as the initial dataset, and also with project pipeline and focal point data.
- (d) Data coordination with the GEF Project Tracking and Mapping System (PTMS), which is accessed through the GEF website (www.gefweb.org).
- (e) Verification and cross-referencing of data for completeness, accuracy and validity against project briefs, Council approvals and CEO endorsements.
- (f) Consolidation of the various individually maintained GEF Secretariat databases into a single centrally-managed database.
- (g) Validation and agreement of data between respective GEF Secretariat and Implementing Agencies databases, and implementation of a mechanism and schedule to facilitate future data exchanges.
- (h) Facility for automatic generation of most of the standard reports, with some remaining ones to be completed soon.
- (i) Centralized data coordination and exchange with the Implementing Agencies;

PMIS BENEFITS ACHIEVED TO DATE

5. The PMIS is currently operational and has enhanced the management of GEF project information by:

- (a) Providing complete, accurate, updated, and reliable data pertaining to all GEF projects from pipeline entry until completion and evaluation;
- (b) Maintaining all GEF project data in one efficient centrally maintained, readily accessible, and consolidated database;

- (c) Facilitating user-friendly data analysis and customized report preparation, including the preparation of the half-yearly ORGP; and
- (d) Making available to the public, through the PTMS, six-monthly updated GEF project-related information.

NEXT STEPS

6. In FY02, the functionalities and potential utilization of the PMIS will be further enhanced by the following:
- (a) Implementing an electronic link for the automatic and real-time updating of project-related information maintained on the PTMS.
 - (b) Establishing a recognized data maintenance structure and responsibilities, and regular automated electronic data coordination, exchange and update with the three Implementing Agencies and the executing agencies acting under the expanded opportunities.
 - (c) Instituting PMIS as the central repository for all GEF project-related documents, including enabling access to the official project documents through PTMS.
 - (d) Employing PMIS as a catalyst and framework for information sharing on global environment activities among funding agencies and development organizations.