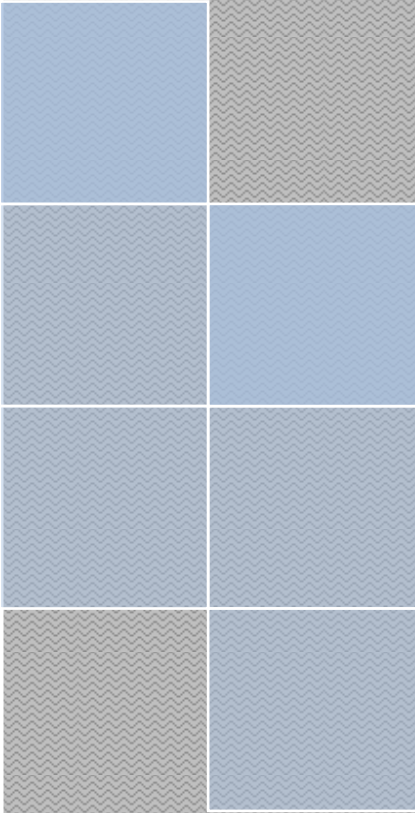




User Manual

PlaMS Version 1



GNH Commission

September 2008



1. Main modules of PlaMS

(1) Five Year Plan Entry

- Program profiles data entry
- Update program profile data as and when required
- Generate individual program profile reports
- Generate summary reports of program profiles by different categories (e.g. by departments, ministry, funding sources, etc.)

(2) Creating Annual/Rolling Plan and Budgets

- Annual/Rolling Plan and Budgets of individual programs (This feature is also present in MYRB (Multi-Year Rolling Budget) system)
- Generate summary reports of Annual/Rolling Plan and Budgets of programs by different categories (e.g. by departments, ministry, funding sources, etc.)

(3) Progress Data Entry and Reports Generation

- Enter progress data on real time basis and update as and when required
- Generate individual program progress reports
- Generate summary reports by different categories

2. Technical Requirements for PlaMS

2.1 Requirements for your PC

(1) Hardware

Items	Requirements	Remarks
CPU	Min. 1GHz	Recommend these minimum specification for getting better performance
RAM	Min. 512MB	
Hard Disk	Min. 10GB Free space	

(2) Software

Items	Requirements	Remarks
OS	<u>Windows</u> - 2000 with SP4 or - XP with SP2 or - Vista	Windows 98 is not supported
Browsers	<u>Internet Explorer</u> - 6.0 with SP2 - 7.0	Version 1 supports only Internet Explorer
Others	- Acrobat PDF Reader - Microsoft Word, Excel (Option)	- Use PDF for printing reports - You can export reports to PDF, Word, Excel etc.

(3) Network

- Connection to the Internet or LAN in GNH Commission
- Future connection to VPN (Virtual Private Network) for the system security

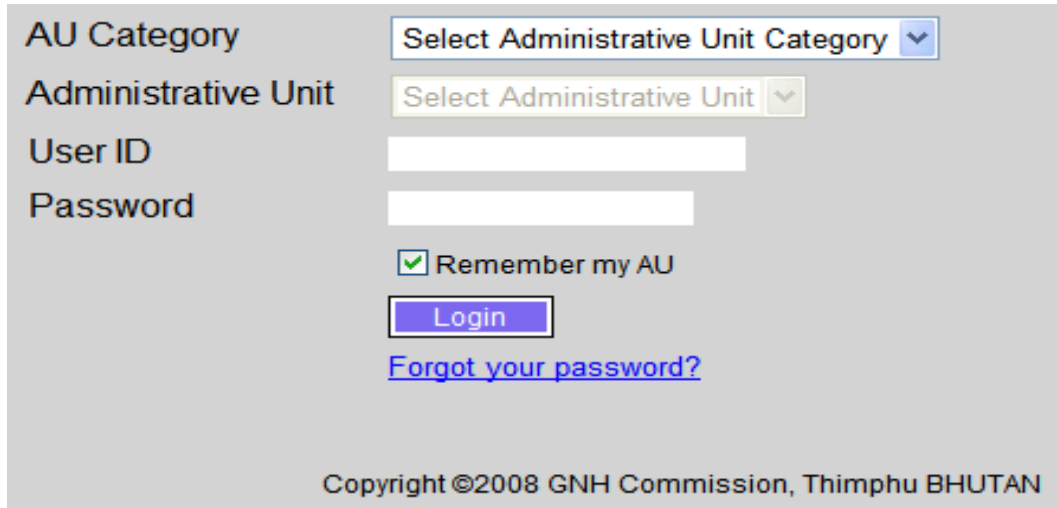
2.2 Setting up your PC

You need to set **Trusted Site** at your Internet Explorer. Please refer Appendix-1 to set the trusted site.

3. How to start/stop PlaMS

3.1 Start PlaMS (Login)

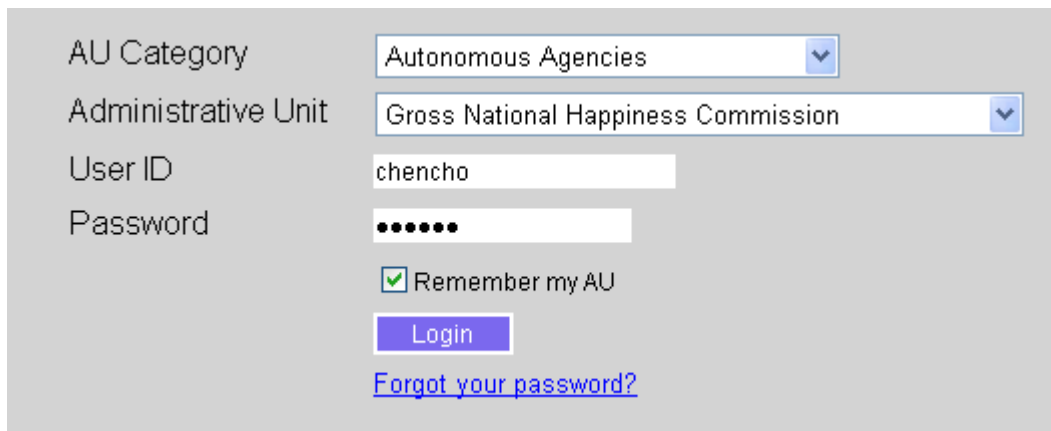
Start Internet Explorer and open URL: <http://www.gnhc.gov.bt/plams> . Login form as shown below appears.



The screenshot shows the login form with the following elements:

- AU Category:** A dropdown menu with the text "Select Administrative Unit Category".
- Administrative Unit:** A dropdown menu with the text "Select Administrative Unit".
- User ID:** An empty text input field.
- Password:** An empty password input field.
- Remember my AU
- Login:** A blue button with the text "Login".
- [Forgot your password?](#)
- Copyright ©2008 GNH Commission, Thimphu BHUTAN**

Select your AU Category and Administrative Unit. Enter your User ID and Password. Click on Login button.



The screenshot shows the login form with the following elements:

- AU Category:** A dropdown menu with "Autonomous Agencies" selected.
- Administrative Unit:** A dropdown menu with "Gross National Happiness Commission" selected.
- User ID:** A text input field containing "chencho".
- Password:** A password input field with seven dots.
- Remember my AU
- Login:** A blue button with the text "Login".
- [Forgot your password?](#)

If you entered the correct username and the password your user ID will be shown at top left hand corner of the page.



3.2 Stop PlaMS (Logout)

Click on *Logout* at the top left hand corner of the page. It is important to log out to keep the system secure.

3.3 Password

There are two ways to get your password when you forget it:

- (1) Get help from PlaMS administrator to reset your password
- (2) Use "Forgot your password?" at Login form

How to use "Forgot your password?"

The image shows a login form with the following fields: "AU Category" (Autonomous Agencies), "Administrative Unit" (GNH Commission), "User ID" (ykazama), and "Password" (empty). There is a "Remember my AU" checkbox which is checked, and a "Login" button. Below the login button is a blue link for "Forgot your password?". At the bottom of the form, there is a message: "The system will send you a temporary password to your registered e-mail address. Please select your administrative unit and type your User ID above..." followed by another blue link: "Send me a temporary password".

<How to use “Forgot your password”>

- (1) Select AU Category and Administrative Unit
- (2) Type User ID
- (3) Click on “Forgot your password?”
- (4) Click on “Send me temporary password”
- (5) You will get a new password with your registered e-mail address. The password is auto-generated by the system and difficult to memorize. Therefore, we recommend you to change the password to a choice of yours. To change the password...
- (6) Login to PlaMS with the new password (cut and paste the password from the e-mail)
- (7) Open “Tools” menu and select “Change Password”
- (8) Type current password and new password and click on “Change Password”. “Current Password” is the auto-generated password.

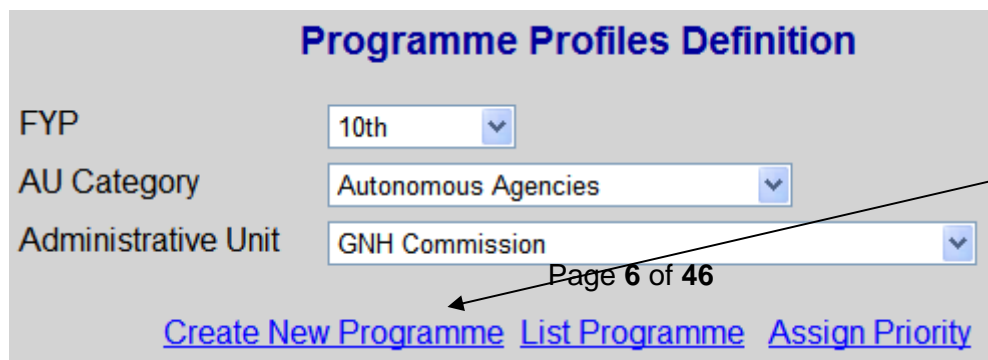
4. Five Year Plan Entry

4.1 Creating Program Profile

- (1) Select “Five Year Plan” from the Menu and click on “ Data Entry”



- (2) The following form will appear

A screenshot of a web form titled 'Programme Profiles Definition'. It contains three dropdown menus: 'FYP' with '10th' selected, 'AU Category' with 'Autonomous Agencies' selected, and 'Administrative Unit' with 'GNH Commission' selected. Below the form, there are three blue links: 'Create New Programme', 'List Programme', and 'Assign Priority'. The page number 'Page 6 of 46' is centered below the links.

- (a) Select FYP, AU Category and AU
- (b) Click on “Create New Programme”

(3) Program Profile data entry form will appear.

[Current Mode= Create, Data=GNH Commission, 10th Plan]

Programme & Goal

Programme Code: 105

Programme Name: [Text Field]

Phase: Draft

[Delete Programme](#)

Contribution to National & International Goals & Targets [Close Goals & Targets Selection Table](#)

No Goal & Target has been selected

Goals & Targets Selection Table

Filter (Classification: Select a classification Category: Select a category)

Save Cancel

- (a) Programme Code: The system automatically generates the code. However, you can modify the code later.
- (b) Program name: Type the programme name
- (c) Phase: This is Programme Profile data entry state. The states/ phases are Draft, Approved and Revised. This should be “Draft” at creation time. The Phase will be updated by GNH Commission after approving the Profile. Annual Work Plan/Budget can be created only for Approved Programmes.
- (d) Contribution to National & International Goals & Targets: This will show list of defined National & International development and other Goals & Targets. The program can be linked to these goals if it contributes to achieving any of them.
- (e) Classification and Category: Use the combination of these two dropdown lists to select the relevant National & International Goals & Targets. Refer the following form to define them.
- (f) Click on Save button to save the programme definition.

(4) The following form is an example of linking a program to relevant MDG goals and targets.

[Current Mode= Create, Data=GNH Commission, 10th Plan]

Programme & Goal

Programme Code: 105 Programme Name: Sample Program of GNHC [Delete Programme](#)

Phase: Draft

Contribution to National & International Goals & Targets [Close Goals & Targets Selection Table](#)

No Goal & Target has been selected

Goals & Targets Selection Table

Filter (Classification: MDG Category: Select a category)

Categories for [MDG]	Goals	Targets/Indicators (Please check the higher level Targets/Indicators to which this programme contributes)
	Goal 1. Eradicate extreme poverty and hunger	<input type="checkbox"/> Target 1: Halve by 2015, the proportion of people living below poverty line
	Goal 1. Eradicate extreme poverty and hunger	<input checked="" type="checkbox"/> Target 2: Halve by 2015, the proportion of p
	Goal 2. Achieve universal primary education	<input type="checkbox"/> Target 3: Ensure that all boys and girls con
	Goal 3. Promote gender equality and empower women	<input checked="" type="checkbox"/> Target 4: Eliminate gender disparity in prim
	Goal 8. Develop a global partnership for development	<input type="checkbox"/> Target 18: In cooperation with the private sector, make available the benefits of new technologies, especially information and communications

[Clear all selection](#)

[Save](#) [Cancel](#)

(a) Check adjacent boxes to select the relevant Goals & Targets

(b) Click on Save button to save the Programme definition

(5) Outcome entry form appears as below after saving Programme.

Programme & Goal Outcome

[Create New Outcomes](#) Please create Outcomes...

No Outcome definition.

Message after saving Programme

Programme definition was saved successfully

Outcome Tab

Outcome Code: 001 [Delete Outcome](#)

Outcome Description

(6) Outcome Data Entry

The following form appears when Outcome tab is selected. Outcome Code and Description are required fields and others are optional fields.

Programme & Goal Outcome

Create New Outcomes Please create Outcomes...
No Outcome definition.

Programme definition was saved successfully

Outcome Code 001 [Delete Outcome](#)

Outcome Description Sample Outcome-1 of GNHC Program

Outcome Indicators [\(Increase Blank Rows for Indicators 5\)](#)

Delete	Outcome Indicator Description	Baseline Information	Base Year	Plan Target
<input type="checkbox"/>	Sample Indicator-1 of Outcome-1 (km)	10	2005	50
<input type="checkbox"/>	Sample Indicator-2 of Outcome-1 (Number)	5	2004	10

M&E Plan

Data Source Field trip reports

Reporting Frequency/Timing Quarterly

Reporting Responsibility DPO

Report To GNHC

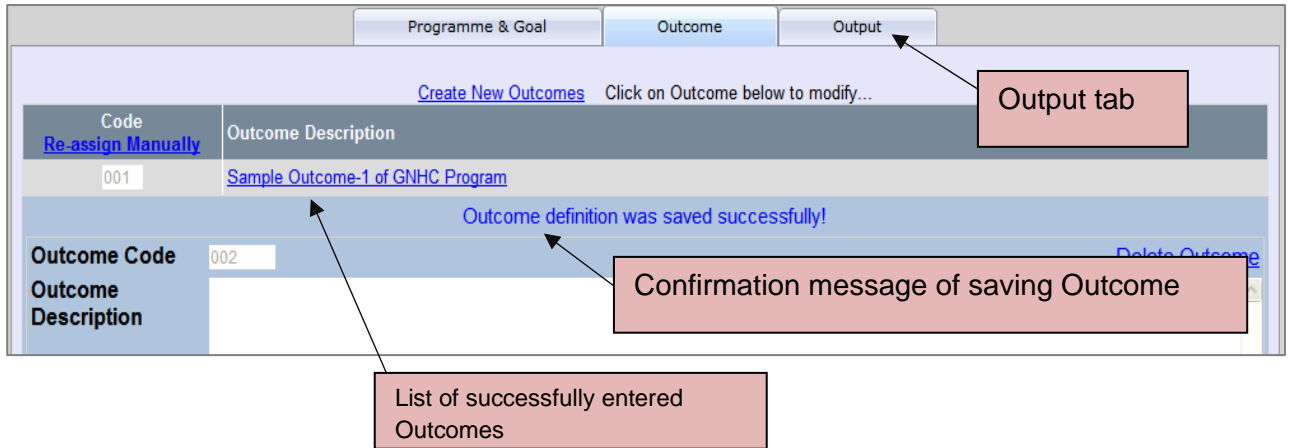
Save Cancel

- (a) Outcome code: The system generates the code but can be changed later.
- (b) Outcome Description: Enter outcome definition
- (c) Outcome Indicator Description: Describe the Outcome Indicators. Unit of the Indicator also should be mention here.
- (d) Baseline Information: Describe the Baseline Information/value of the indicator. It can be either quantitative or qualitative.
- (e) Base Year: Base year of the baseline Information
- (f) Plan Target: FYP Plan Target for the indicator
- (g) Data Source: Data Source of M&E Plan
- (h) Reporting Frequency/Timing: Reporting frequency, timing
- (i) Reporting Responsibility: Responsibility to report on M&E

(j) Report To: Where/Whom to report

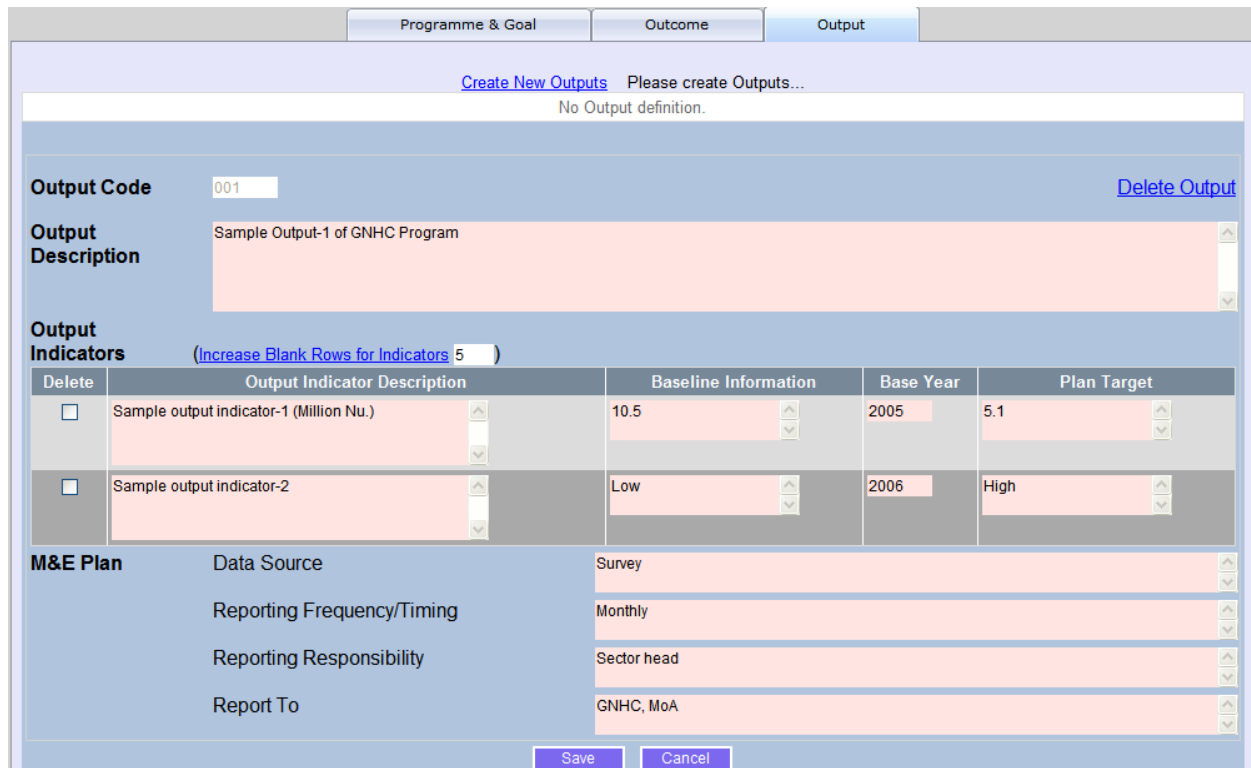
(7) Click on “Save” button to save Outcome definition.

(8) The following output data entry form appears after saving the outcome definition. Additional outcomes can be entered in the same manner by clicking on the “Create New Outcomes” menu.

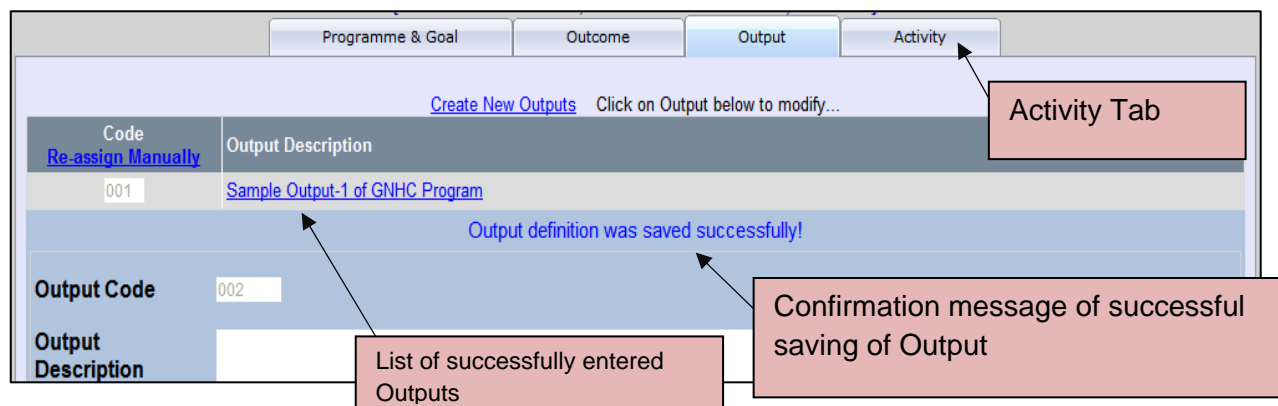


(9) Output Data Entry

Output Code and Description are required fields and others are optional fields.



- (10) Click on “Save” button to save Output definition.
- (11) “Activity” tab appears after saving the Output. Additional outputs can be entered in the same manner by clicking on “Create New Outputs” Menu.
- (12) Click on “Activity” tab to define Activity.



- (13) Activity form appears after clicking “Activity” tab.
- (14) In the Activity form; the Activity Code, the Name and the Output Contribution are required fields and others are optional fields. The definition of the fields are as follows;
 - (a) Activity Code: The system generates the code but can be changed later if necessary
 - (b) Activity Name: Enter Activity definition
 - (c) Output Contribution: Select Output name to which the Activity contributes to
 - (d) Start Month & Year/Finish Month & Year: Enter Activity implementation schedule with month and year. Type the Year in the text-box if the year is not listed in the dropdown list.
 - (e) Lead Implementing Agency: Enter lead implementing agency for the activity
 - (f) Collaborating Agencies: Enter collaborating agencies for the activity

[Current Mode= Modify, Data=Department of Agriculture, Ministry of Agriculture, 10th Plan]

Program & Goal	Outcome	Output	Activity
----------------	---------	--------	----------

[Create New Activities](#) Click on Activity below to modify...

Code Re-assign Manually	Activity Name	Priority Save Priority
001	Rice Development	Select Priority ▼
002	Maize Development	Select Priority ▼
005	Oilseeds and Grain Legumes Development	Select Priority ▼
006	Other cereals (wheat, buckwheat, millet etc)	Select Priority ▼

Activity [Delete Activity](#)

Code **Activity Name**

Plan Level: **Priority:**

Lead Implementing Agency

Collaborating Agencies

Output Contribution

Start Month & Year **Finish Month & Year**

Type a year if not in the list: Type a year if not in the list:

- (g) Program Mapping: Five year plan activities are linked to DNB's Program and Subprograms

Budget Category

Program

Subprogram

- (h) Amount (Nu. In millions): Enter Indicative Cost in recurrent and capital text-boxes for the activity. If there are different Funding Types from same Agency then Indicative Cost should be entered in separate rows.
- (i) Funding Type: Select Funding Type from the dropdown list(Loan, Grant or Others)
- (j) Funding Agency: Select Funding Agency from the dropdown list.
- (k) Funding Status: Select Funding Status from the dropdown list.
- (l) Remarks: Enter any remarks on the Activity

You can increase number of rows for the Indicative Cost by clicking "Increase Blank Rows for Budgets" same as in the Outcome/Output entry forms.

Indicative Cost Summary (Increase Blank Rows)

Delete	Amount (Nu in million)		Funding Type	Funding Agency	Funding Status
<input type="checkbox"/>	Recurrent 0.000	Capital 15.000	<input type="radio"/> Loan <input checked="" type="radio"/> Grant <input type="radio"/> Other	ACCU, Japan AD-Graphic Pte Ltd. Singapore ADHOC Assistance ADIDAS, Germany Clear Selection Selected Agency: none	Select Status <input type="button" value="v"/>
<input type="checkbox"/>	Recurrent <input type="text"/>	Capital <input type="text"/>	<input type="radio"/> Loan <input type="radio"/> Grant <input type="radio"/> Other	ACCU, Japan AD-Graphic Pte Ltd. Singapore ADHOC Assistance ADIDAS, Germany Clear Selection	Select Status <input type="button" value="v"/>
<input type="checkbox"/>	Recurrent <input type="text"/>	Capital <input type="text"/>	<input type="radio"/> Loan <input type="radio"/> Grant <input type="radio"/> Other	ACCU, Japan AD-Graphic Pte Ltd. Singapore ADHOC Assistance ADIDAS, Germany Clear Selection	Select Status <input type="button" value="v"/>

Remarks

(15) Click on “Save” button to save the Activity.

(16) Confirmation message appears as in the form below after successful saving of the Activity.

Programme & Goal Outcome Output **Activity**

[Create New Activities](#) Click on Activity below to modify...

Code	Activity Name	Priority
Re-assign Manually 001	sample activity-1	<input type="button" value="Save Priority"/> <input type="button" value="Select Priority"/>

Activity definition was saved successfully.

Activity Code	Activity Name	Lead Implementing Agency
002	<input type="text"/>	<input type="text"/>

[Delete Activity](#)

(17) Specify the priority of the activity at Priority column in the Existing Activity List. Click on “Save Priority” label to save the Priority definition.

(18) Enter Signatures

You can show Signatures in Programme Profile Reports. Click on “Signature” in the desired row in the Programme List.

[Create New Programme](#) [List Programme](#) [Assign Priority](#) [Hide Programme List](#)

Code Re-assign Manually	Programme Name	Plan Phase Set <input type="text" value="Select Phase"/> to All Programs or Update row wise by selection	Operations
102	sample program a r3	Approved <input type="button" value="v"/>	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	Approved <input type="button" value="v"/>	Edit Report Signature
104	NILANJAN - Programmme	Approved <input type="button" value="v"/>	Edit Report Signature
105	Sample Program of GNHC	Draft <input type="button" value="v"/>	Edit Report Signature

- (19) Signature entry form appears. The form has “Prepared by”, “Approved by” and “Revised by” signatures. Each signature has Name, Designation, Agency, Tel, Fax, E-Mail and Date fields. You can enter comments in “Comments” field. All fields are optional. Click on “Save” button to save the Signatures.

[Create New Signature](#) [Show Signatures List](#)

Create Signatures & Comments [Revision Number: 1] [Clear Form Values](#)

Prepared by:

Name Tel Date
 Designation Fax
 Agency E-mail

Approved by:

Name Tel Date
 Designation Fax
 Agency E-mail

Revised by:

Name Tel Date
 Designation Fax
 Agency E-mail

Comments:

- (20) Confirmation message and Signatures List appears after successful saving. You can modify existing Signatures by clicking on numbers in “Revision Number” column.

[Create New Signature](#) [Hide Signatures List](#)
 Signature and history were saved successfully!
 Click on a Revision Number to modify it or to show detail

Revision Number	Prepared By	Approved By	Revised By	Comments
<u>1</u>	xxxxx Planning Officer GNHC 10/11/2008	yyyyy Sr. Planning Officer GNHC 14/11/2008		<input type="text" value="Sample program Rev.1"/>

4.2 Editing Programme Profile Data

- (1) Click on “Edit” in Operations column in desired Programme row in the Programme Profile List.

Code Re-assign Manually	Programme Name	Plan Phase Set <input type="text" value="Select Phase"/> to All Programs or Update row wise by selection	Operations
102	sample program a r3	Approved	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	Approved	Edit Report Signature
104	NILANJAN - Programme	Approved	Edit Report Signature
105	Sample Program of GNHC	Draft	Edit Report Signature

Click on “Edit” to edit Programme Profile

- (2) Program Profile entry form appears with existing data. You can add new Outcomes/Outputs/Activities and/or modify/delete existing data with the form below. The form has same fields as new data entry forms.

[Current Mode= Modify, Data=GNH Commission, 10th Plan]

Programme & Goal Outcome Output Activity

Programme Code Programme Name
Sample Program of GNHC [Delete Programme](#)

Phase:

Contribution to National & International Goals & Targets [Open Goals & Targets Selection Table](#)

Classification	Category	Goal	Target/Indicator
MDG		Goal 1. Eradicate extreme poverty and hunger	Target 2: Halve by 2015, the proportion of people who suffer from hunger
MDG		Goal 3. Promote gender equality and empower women	Target 4: Eliminate gender disparity in primary and secondary education preferably by 2005, and at all levels by 2015

- (3) Modifying Programme

Click on “Programme & Goal” tab. Existing programme & Goal definition appear in the form. You can modify Programme Name in the text-box. Click on “Open Goals & Targets Selection Table” to modify selection of Targets & Goals. Click on “Save” button to save modified Programme & Goal definition.

Click on “Delete Programme” label to delete Programme Profile definition. **THIS WILL DELETE ALL OUTCOME/OUTPUT/ACTIVITY DEFINITION OF THE SELECTED PROGRAMME.**

(4) Modifying Outcome/Output

You can modify Outcome/Output as shown in the following chart.

The screenshot shows the 'Output' tab in the PlaMS software. The interface includes a table of outputs and a form for editing an output. Callout boxes provide instructions for various actions:

- <<Addition>>**: Click on “Create New Outcomes/Outputs” label to add new definition.
- <<Deletion>>**:
 - Click on desired Output Description to delete
 - Existing data appear on the form
 - Confirm the data and click on “Delete Output”. This will delete the Output and all Indicators for the Output.
- <<Modification>>**:
 - Click on Output Description to modify existing data
 - Existing data appears in the form
 - Modify data and click on “Save” button to save modified data
- <<Addition of Indicators>>**: Enter definition in blank rows and click on “Save” button.
- <<Deletion of Indicators>>**: Check desired Indicator’s check-box in “Delete” column and click on “Save” button.
- <<Caution!!>>**: **Linked Activities which contribute to this Output will also be deleted by this operation!!**

(5) Modifying Activity

<<Addition>>
Click on “Create New Activities” label to add new definition then a blank form appears.

<<Deletion>>
Click on “Delete Activity” label to delete

<<Modification>>
Click on “Activity Name” then existing data appears in the form. Modify desired fields and click on “Save” button

<<Addition of Cost>>
Enter new Cost in blank rows and click on “Save” button

<<Deletion of Cost>>
Tick check-boxes in “Delete” column in the Cost list and click on “Save” button

The screenshot shows the 'Activity' tab in the PlaMS interface. At the top, there are tabs for 'Programme & Goal', 'Outcome', 'Output', and 'Activity'. Below these is a 'Create New Activities' link and a table of existing activities. The table has columns for 'Code', 'Activity Name', and 'Priority'. Below the table is a form for editing an activity, with fields for 'Activity Code', 'Activity Name', 'Lead Implementing Agency', 'Output Contribution', 'Start Month & Year', and 'Finish Type'. Below the form is a 'Delete' table with columns for 'Delete', 'Amount (Nu. in million)', 'Funding Type', and 'Funding Status'. The 'Delete' table has two rows, each with a 'Delete' checkbox, 'Recurrent' and 'Capital' amount fields, and radio buttons for 'Loan', 'Grant', and 'Other'. Below the 'Delete' table is a 'Remarks' field and 'Save' and 'Cancel' buttons.

(6) Re-assigning Programme Code

The system generates Programme codes at data entry time but you can re-assign them later. **Only users who have Profile Manager's Role can use this feature.**

- (a) Click on “List Programme” at “Prepare Programme Profile” menu.

Programme Profiles Definition

FYP: 10th

AU Category: Autonomous Agencies

Administrative Unit: GNH Commission

[Create New Programme](#)
[List Programme](#)
[Assign Priority](#)

- (b) Program List of Profile Manager

Programme List appears. Click on ‘Re-assign manually’ in Code column.

Code Re-assign Manually	Programme Name	Plan Phase Set Select Phase to All Programs or Update row wise by selection	Operations
102	sample program a r3	Approved	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	Approved	Edit Report Signature
104	NILANJAN - Programme	Approved	Edit Report Signature
105	Sample Program of GNHC	Draft	Edit Report Signature

- (c) Then Code text-boxes get enabled. Type desired Codes in the text-boxes. Click on “Save” in the Code column.

Code Re-assign Manually Clear Code Save Cancel	Programme Name	Plan Phase Set Select Phase to All Programs or Update row wise by selection	Operations
102	sample program a r3	Approved	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	Approved	Edit Report Signature
104	NILANJAN - Programme	Approved	Edit Report Signature
105	Sample Program of GNHC	Draft	Edit Report Signature

<<Note>> You cannot re-assign the code if the program has Indicative costs in Annual Work Plan.

(7) Modifying Plan Phase

There are two ways to modify the Plan Phase.

Code Re-assign Manually	Programme Name	Plan Phase		Operations
		Set <input type="button" value="Approved"/> to All Programs or Update row wise by selection	<input type="button" value="Approved"/>	
102	sample program a r3	<input type="button" value="Approved"/>	<input type="button" value="Approved"/>	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	<input type="button" value="Draft"/>	<input type="button" value="Draft"/>	Edit Report Signature
104	NILANJAN - Programme	<input type="button" value="Approved"/>	<input type="button" value="Approved"/>	Edit Report Signature
105	Sample Program of GNHC	<input type="button" value="Draft"/>	<input type="button" value="Draft"/>	Edit Report Signature

<p>I. Change phase for all programs</p> <p>(a) Select Phase from the dropdown list in Plan Phase column header</p> <p>(b) Click on “to all Programs”</p>	<p>II. Row wise operation</p> <p>(a) Select Phase at each row’s dropdown list</p> <p>(b) Click on “Update row wise ...”</p>
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(8) Assign Program Priority

Priority Definition						
Show/Hide Outcome & Output Sort by Priority						
Program (9) & Name	Activity	Activity Priority Rank	Indicative Cost Rec. Cap. Total			
102 sample program a r3	001 activity-aa	2 (Medium)	11.000	12.000	23.000 (Secured)	
	002 activity-xxx	Select Priority	4.578	0.000	4.578 (Most likely to be secured)	
103 Results Based Planning and M&E for the MDGs and GNH	001 Development of BhutanInfo: (Database updation and finalization of web-version, Launch web-enabled version of the Database, Development and printing of user guidelines and advocacy materials)	Select Priority	0.000	1.120	1.120 (Secured)	
	002 Drafting of Population Policy for Bhutan	Select Priority	0.000	0.800	0.800 (Secured)	
	003 DevInfo Advanced Database Management training (Delhi)	Select Priority	0.000	0.352	0.352 (Secured)	
	004 DevInfo Advanced Database Management training (Delhi)	Select Priority	0.000	1.000	1.000 (Secured)	
	005 DevInfo Advanced Database Management training (Delhi)	Select Priority	0.000	0.910	0.910 (Secured)	
	006 DevInfo Advanced Database Management training (Delhi)	Select Priority	246.000	122222.000	122468.000 (Approach made)	
	007 DevInfo Advanced Database Management training (Delhi)	Select Priority	1.230	5.700	6.930 (Secured)	
	008 DevInfo Advanced Database Management training (Delhi)	Select Priority	0.000	12.500	12.500 (Approach made)	

- (a) Click on “Assign Priority” at “Prepare Programme Profile” menu. Priority Definition form appears.
- (b) Select priorities in the dropdown list in “Activity Priority Rank” column. You can view Outcomes/Outputs definition of Programmes by clicking on “Show/Hide Outcome & Output” label.
- (c) Click on “Save” button

(9) View Programme Profile Report at Data entry form

You can view the Profile report at Data entry form.

(a) Click on “Report” in “operation” column at desired programme row.

Code Re-assign Manually	Programme Name	Plan Phase Set Select Phase to All Programs or Update row wise by selection	Operations
102	sample program a r3	Approved	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH	Approved	Edit Report Signature
104	NILANJAN - Programme	Approved	Edit Report Signature
105	Sample Program of GNHC	Draft	Edit Report Signature

(b) Programme Profile report appears in new window as follows. You can view, print and export (PDF, MS-word etc.) all pages of the report.

The screenshot shows a web browser window displaying a 'PROGRAMME PROFILE' report. The browser's address bar shows the URL 'http://.../Profile/report/ProgramProfileReportViewer.aspx?ProgKey=2154'. The report content is as follows:

PROGRAMME PROFILE

Administrative Unit: GNH Commission **Sector:**

Programme: 105 Sample Program of GNHC **Plan Phase:** Draft

Contribution to National & International Goals & Targets

Classification	Categories	Goals	Targets/Indicators
MDG		Goal 1. Eradicate extreme poverty and hunger	Target 2: Halve by 2015, the proportion of people hunger
		Goal 3. Promote gender equality and empower women	Target 4: Eliminate gender disparity in primary ar education preferably by 2005, and at all levels by

Table 1: Programme Results Matrix

Results Levels	Indicators	Baselines
Outcome 001 Sample Outcome-1 of GNHC Program	Sample Indicator-1 of Outcome-1 (km)	10 (2005)
	Sample Indicator-2 of Outcome-1 (Number)	5 (2004)
Output 001 Sample Output-1 of GNHC Program	Sample output indicator-1 (Million Nu.)	10.5 (2005)
	Sample output indicator-2	Low (2006)
Output 002 Sample output-2 of GNHC Program	sample inecador for output-2 (Month)	5 (2004)

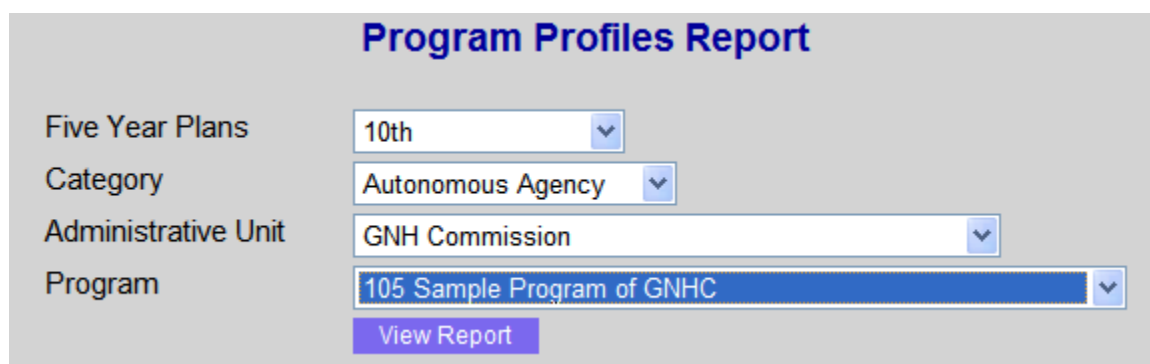
Table 2: Programme Activities

4.3 View Programme Profile Reports from reports sub menu

There are broadly two categories of reports for all the modules: Standard and Consolidated. Standard reports are comprehensive and detailed reports. Consolidated reports are more analytical.

4.3.1 Viewing standard Reports

- (1) Select “Report” from the “standard” sub menu under “Five Year Plan “menu. Specify Programme Profile conditions by the dropdown list below:



Program Profiles Report

Five Year Plans: 10th

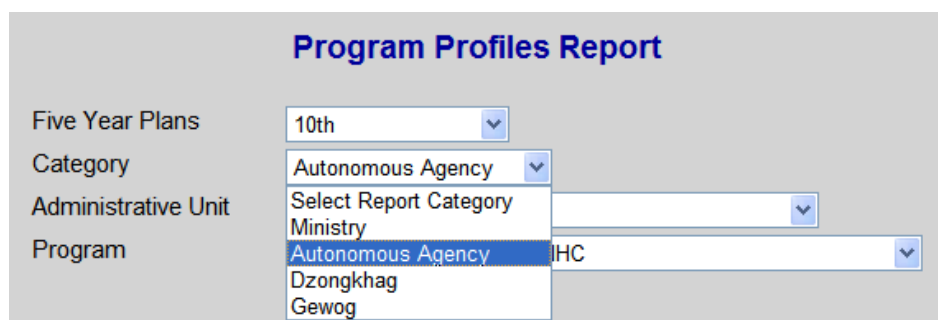
Category: Autonomous Agency

Administrative Unit: GNH Commission

Program: 105 Sample Program of GNHC

View Report

- (2) Click on “View Report” button. Then the Programme Profile Report appears in new window.
- (3) Privileged users can view all AU reports by selecting “Category” dropdown list as follows.



Program Profiles Report

Five Year Plans: 10th

Category: Autonomous Agency

Administrative Unit: Select Report Category

Program: Autonomous Agency

<<Note>> About Privileged users

PlaMS administrator registers users ID/ Password and defines access permissions. The access permission is basically given by user's Administrative unit and designation. Usually, ministers, secretaries etc. will be privileged users.

4.3.2 Viewing Consolidated Reports

- (1) Select “Consolidated” from “Report” Sub menu under “ Five Year Plan” menu. Report condition form appears.
- (2) Specify FYP and Report Category. Report Name, Administrative Unit and Department/Sector dropdown list will automatically change by the Report Category selection.

The screenshot shows a form titled "Summary Reports" with the following fields and values:

FYP	10th
Report Category	Please select AU Category
Report Name	Please select report type
Administrative Unit	
Department/Sector	Please select department/sector

A "Preview Report" button is located at the bottom of the form.

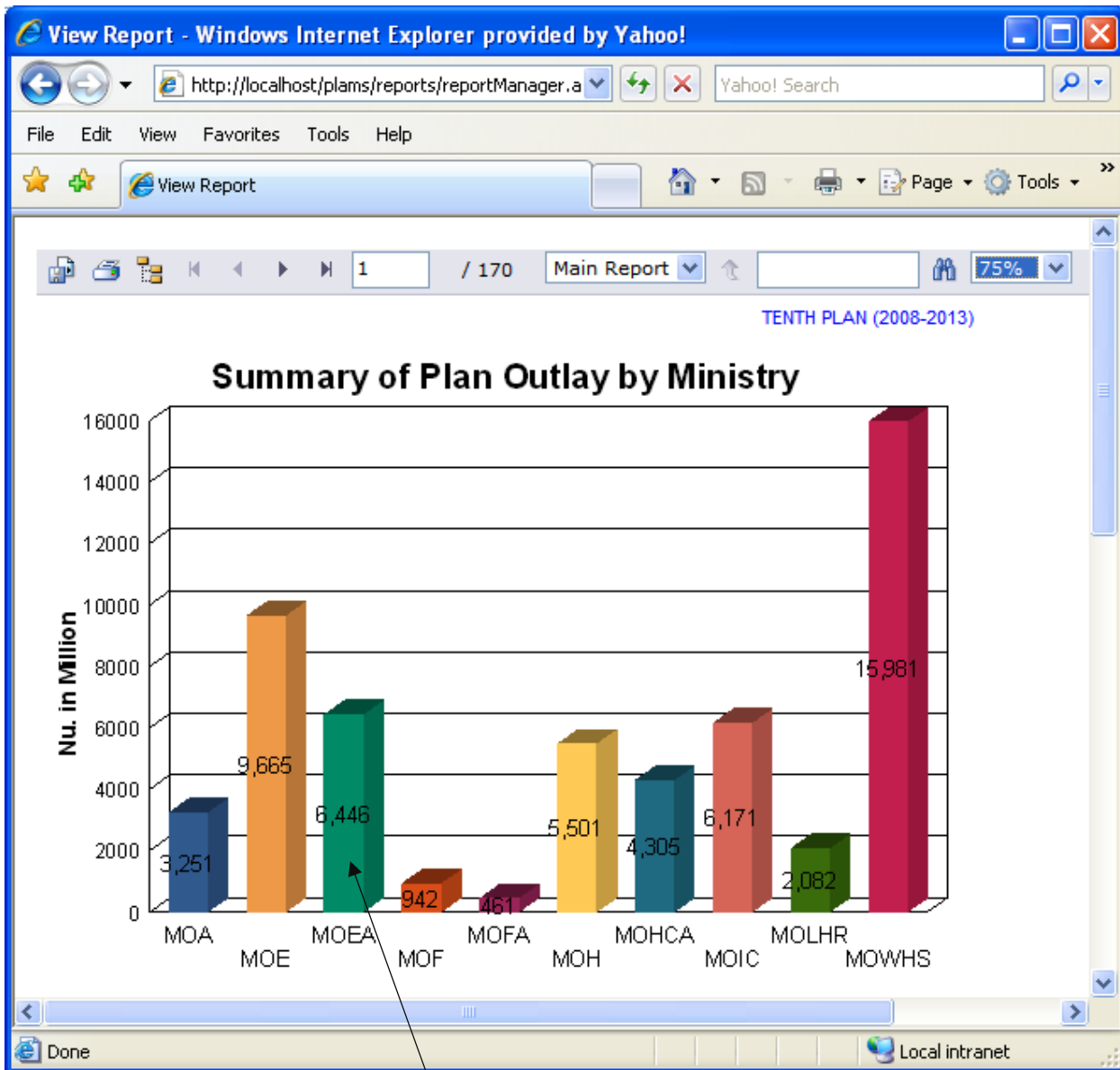
Following form is an example of viewing “National Level – Central Agencies” and “Summary of Plan Outlay by Ministry”.

The screenshot shows the same "Summary Reports" form with the following fields and values:

FYP	10th
Report Category	National Level - Central Agencies
Report Name	1.Summary of Plan Outlay by Ministry (Bar chart)

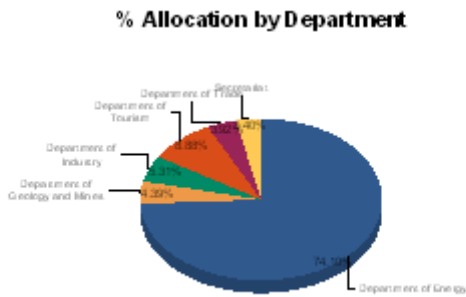
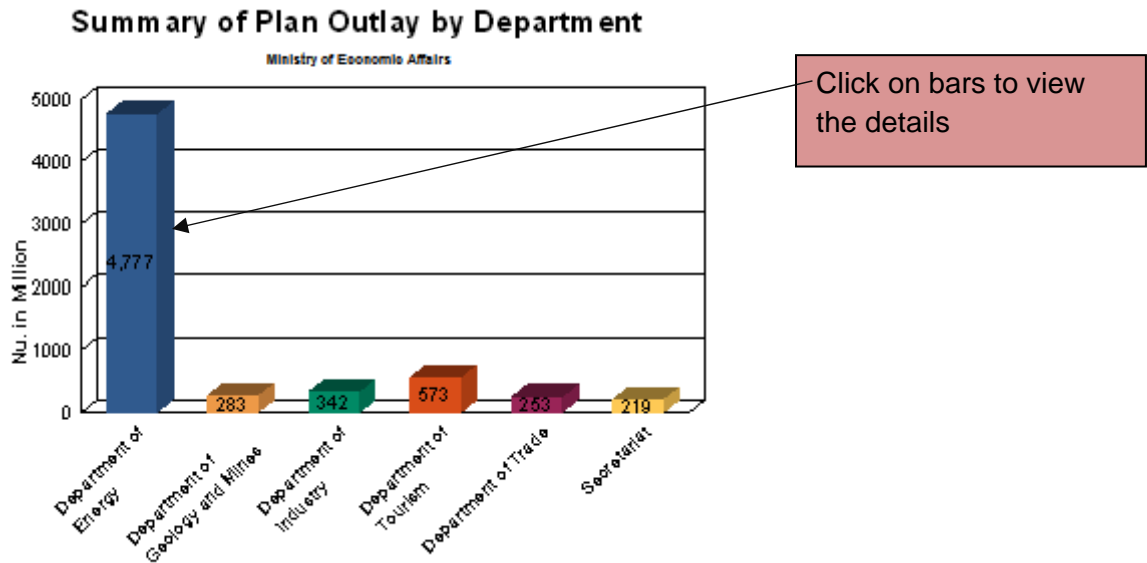
A "Preview Report" button is located at the bottom of the form.

- (3) Click on "Preview Report". Summary Report appears in a new window.



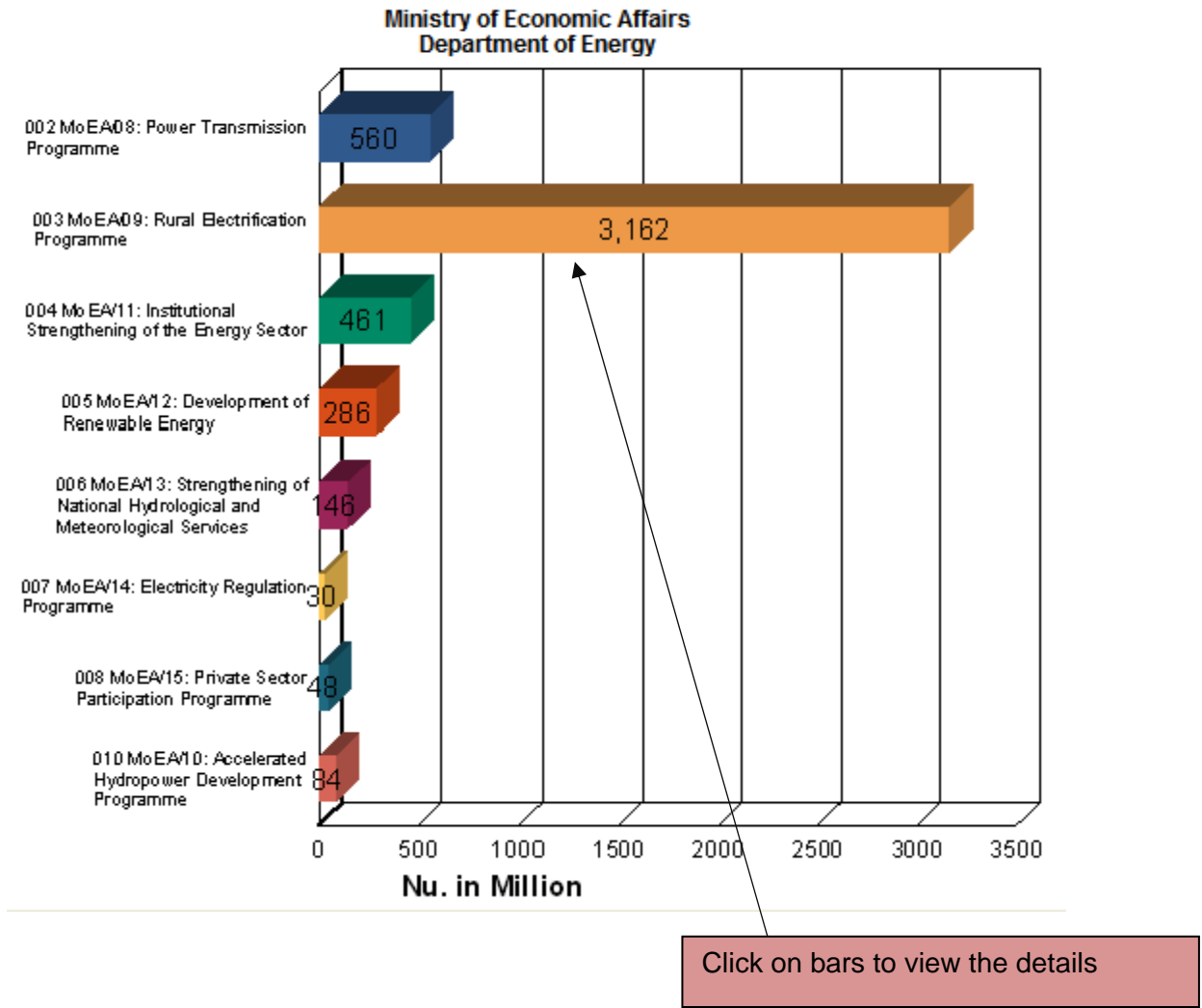
Click on bars to view the details

- (4) Details of clicked Ministry appear.



- (5) Details of clicked department appear.

Summary of Plan Outlay by Program



(6) Details of clicked Programme appear.

TENTH PLAN (2008-2013)

Ministry of Economic Affairs				
Department: Department of Energy	Activity Priority	Recurrent	Capital	Total
Program 003 MoEA/09: Rural Electrification Programme		0.000	3,162.000	3,162.000
Output 001 Electrified 34,238 households through grid connection.				
Activity 001 Detail Project preparatory works for accelerated RE (for 8959hh)	1 (High)	0.000	28.000	28.000
Activity 002 Rural electrification through grid connection	1 (High)	0.000	2,634.000	2,634.000
Output 002 Electrified 6,020 left out/fill-in households in rural areas.				
Activity 003 Rural electrification of fill-in/left out households in already electrified areas and up-gradation of electrified infrastructure and services (6019 HH)	1 (High)	0.000	500.000	500.000

Click on Activity name to view the details

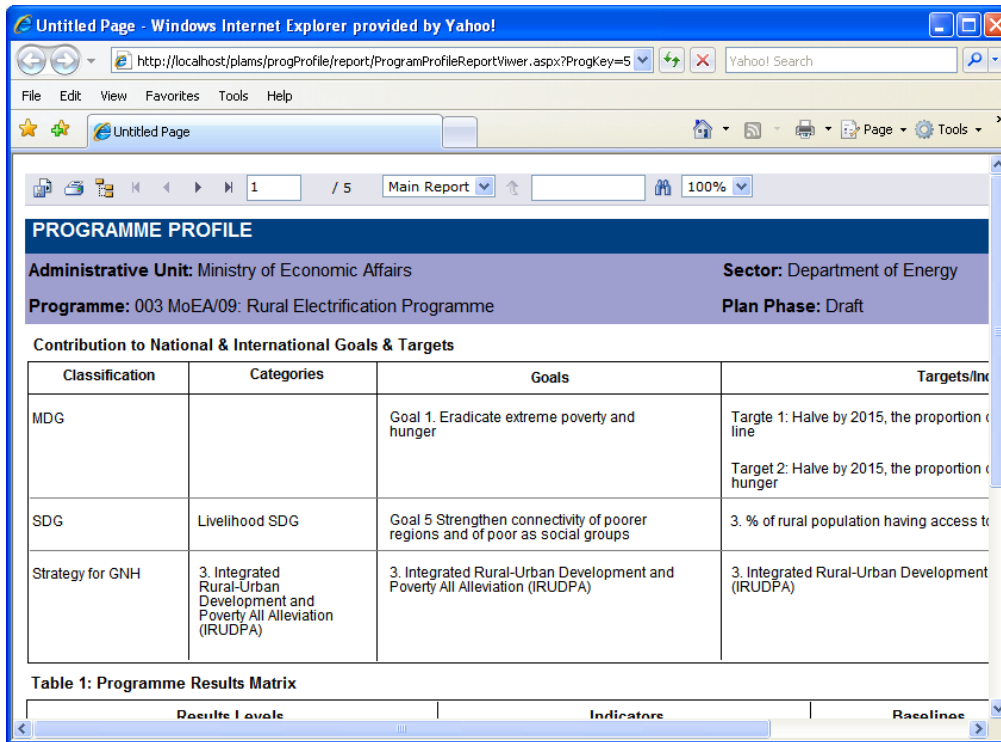
(7) Activity details appear.

Activity Definition Details

Activity Code & Name	002 Rural electrification through grid connection
Lead Implementing Agency	Department of Energy
Collaborating Agencies	Bhutan Power Corporation Ltd.
Start Month/Year	2008
Finish Month/Year	2013
Remarks	ADB and Government of Austria are the donors involved. We are also getting loan from JBIC, Japan. Revised cost as of 26.8.08 - 5229.127 m. Nu. 1,185.615 is being proposed to Gol (out of plan) and ADB's USD 30m provision for the 11th plan will be brought in to the 10th plan

Budget Summary (Nu. in Million)					
Funding Agency	Type	Recurrent	Capital	Total	Funding Status
Asian Development Bank		0.000	2,634.000	2,634.000	Secured
Government of Austria					Secured

(8) Same as for the Activity click on Programme Name, and then Programme Profile report appears in a new window.



5. Annual Work Plan

5.1 Creating Annual Work Plan/Budget

This module becomes available after the approval of the Five Year Plan.

Privileged user updates the Plan Phase on Programme List to “ Approved” from “ draft “ as shown below.

Code Re-assign Manually	Programme Name	Plan Phase		Operations
		Set	Select Phase <input type="button" value="▼"/> to All Programs or Update row wise by selection	
102	sample program a r3		Approved <input type="button" value="▼"/>	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH		Approved <input type="button" value="▼"/>	Edit Report Signature
104	NILANJAN - Progamme		Approved <input type="button" value="▼"/>	Edit Report Signature
105	Sample Program of GNHC		Draft <input type="button" value="▼"/>	Edit Report Signature

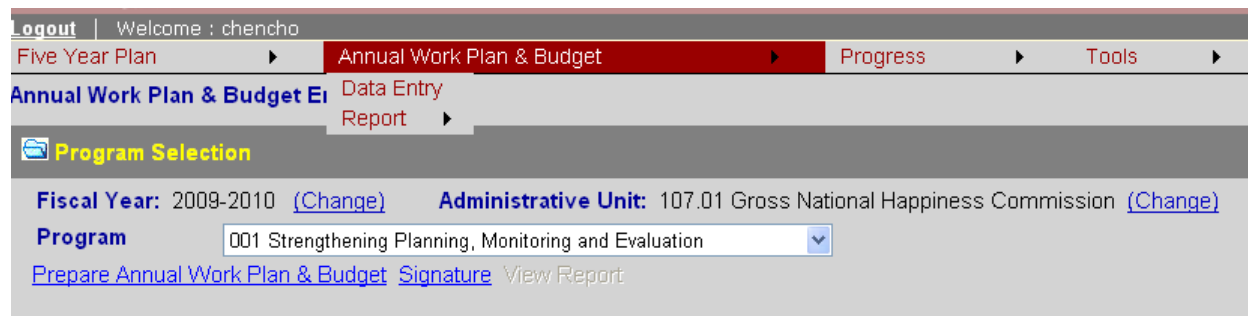
(a) Select “Approved”
 (b) Click on “Update row wise by selection” in the column header

(2) Confirmation message of phase change appears above the Programme List after successful update. Annual Work Plan/Budget can now be created.

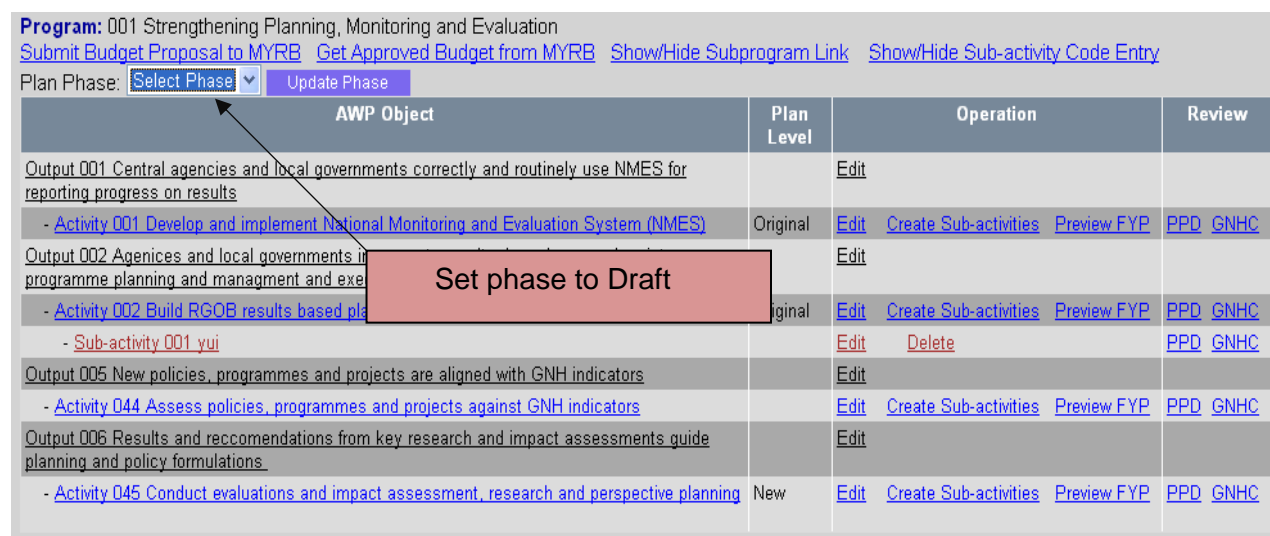
Phases were updated successfully! .

Code Re-assign Manually	Programme Name	Plan Phase		Operations
		Set	Select Phase <input type="button" value="▼"/> to All Programs or Update row wise by selection	
102	sample program a r3		Approved <input type="button" value="▼"/>	Edit Report Signature
103	Results Based Planning and M&E for the MDGs and GNH		Approved <input type="button" value="▼"/>	Edit Report Signature
104	NILANJAN - Progamme		Approved <input type="button" value="▼"/>	Edit Report Signature
105	Sample Program of GNHC		Approved <input type="button" value="▼"/>	Edit Report Signature

(3) Select “ Data Entry “ sub menu from “Annual Work Plan & Budget” menu. Data Entry condition form as shown below appears.

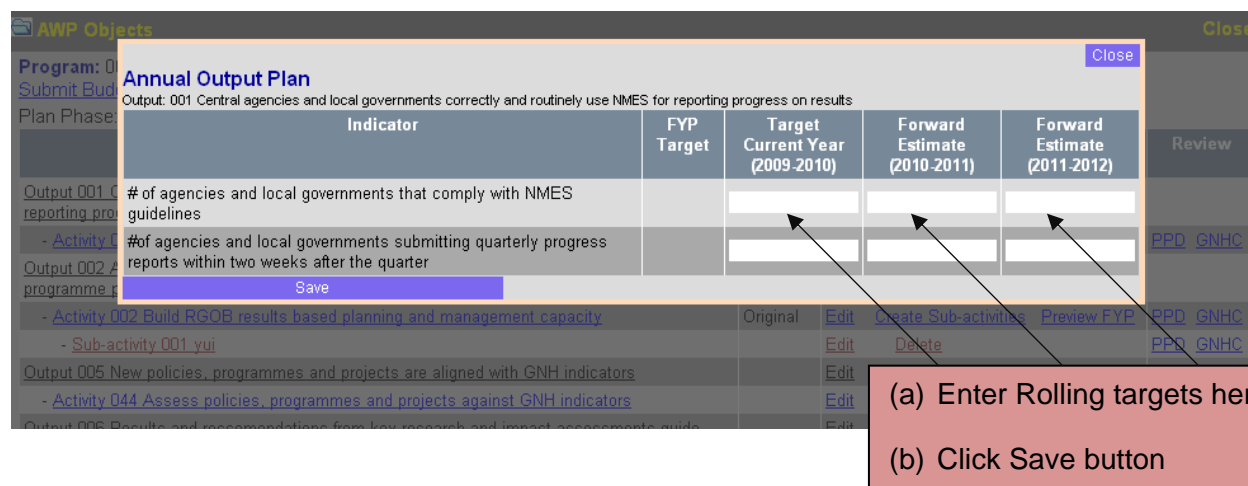


(4) Choose the program for which to create AWP from the dropdown list.



(5) Setting Output targets

The list of outputs and activities under the selected programme gets displayed. Click on Edit against output to set output targets.



(6) Setting activity targets and budget

Click on activity name or Edit menu against activity to set activity targets and budgets.

Annual Activity and Rolling Plan

(a) Target

Activity	Unit	Current Year Target (2009-2010)	Forward Target (2010-2011)	Forward Target (2011-2012)
Develop and implement National Monitoring and Evaluation System (NMES)	Select Unit			

(b) Budget (Million Nu)

	FYP Indicative Cost	Current Year (2009-2010)	Forward Estimate (2010-2011)	Forward Estimate (2011-2012)
Recurrent	0.000	0.0		
Capital	20.000	0.0		
Total	20.000	0.0		

<Note> Current year budget is automatically calculated by the Sub-activities

Save

(a) Enter Rolling targets here
(b) Click Save button

(b) Budget (Million Nu)

	FYP Indicative Cost	Current Year (2009-2010)	Forward Estimate (2010-2011)	Forward Estimate (2011-2012)
Recurrent	0.000	0.0		
Capital	20.000	0.0		
Total	20.000	0.0		

<Note> Current year budget is automatically calculated by the Sub-activities

Save

(a) Enter Rolling budgets here
(b) Click Save button

Sub activities total

(7) Creating Sub activities

Click on “create sub-activities” label to create sub activities for the selected activity. The following form appears for sub activity definition.

Sub-activity Definition
Parent Activity: 001 Develop and implement National Monitoring and Evaluation System (NMES)

Code	Name	Timeframe			
1		Q1	Q2	Q3	Q4
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility		Remarks			

- (a) Enter Sub-activity definition
- (b) Tick check-boxes to indicate active periods for the Activity
- (c) Enter responsibility
- (d) Click on save button

(8) Saving sub activity definition automatically leads to insertion of cost objects for the defined sub-activity

FIC and Cost Object Selection Close

Select by FIC:

Select By Agency:

No valid FIC

- (a) Select by FIC or by Agency from the dropdown list.
- (b) Object code selection automatically appears as in the following form.

(9) Object codes insertion

FIC and Cost Object Selection

Selected FIC: 0001 RGOB Financing [RGOB]

Cost Object Type:
 All Recurrent Capital Lending Repayment Other Deposits

Save Selected Cost Objects

Broad Type	Select	Object Code & description
10.a Recurrent	<input type="checkbox"/>	1.01 Pay and Allowances
10.a Recurrent	<input type="checkbox"/>	2.01 Other Personnel Emoluments
10.a Recurrent	<input type="checkbox"/>	3.01 Medical Benefits - Incountry
10.a Recurrent	<input type="checkbox"/>	3.02 Medical Benefits - Outside Bhutan
10.a Recurrent	<input type="checkbox"/>	4.01 Special Allowance
		...nce - Kidu/Pensioners
		...ntry
		...de Bhutan
		...hones, Telex, Fax, E-mail, Internet

Save Selected Cost Objects

Instructions:

- (a) Select the correct object codes
- (b) Click on " Save Selected Cost Objects"
- (c) Budget amount entry form automatically appears

Sub-activity Cost Estimation: 002 we
[Insert Object Codes](#)

FIC & Agency Change all FIC...	Object Code & Description	Amount (Million Nu) Formula mode	Funding Mode	Remarks	Operation
0001.RGOB.Financing [RGOB]	1.01 Pay and Allowances	<input type="text" value="0.000"/>	<input checked="" type="radio"/> Cash <input type="radio"/> In kind		Delete
Save Cost Estimation					

- (a) Enter Amount proposed for the object code
- (b) Click on Save cost Estimation

This comes to the end of Annual work plan and budget data entry.

5.2 Viewing Annual Work Plan/Budget Report

Select "Report" from "Annual Work Plan & Budget" menu.

Annual Work Plan & Budget Report

FYP: 10th
Fiscal year: Select Fiscal Year
Category: Autonomous Agency
Administrative Unit: Gross National Happiness Comm
Department: Non
Program: Select Program
View Report

(a) Select FYP, Fiscal year, Category and Administrative Unit
(b) Department appears by the selection of Category if necessary
(c) Select Program
(d) Click on "View Report"

(1) Annual & Three year Rolling Plan & Budget Report appears in a new window.

5.3 Viewing Annual Work Plan/Budget Consolidated Reports

(1) Select "Consolidated" from the "Report" menu of "Annual Work Plan & Budget" Module

(2) Consolidated Reports condition dropdown appears.

Annual Work Plan/Budget Summary Reports

FYP: 10th
Fiscal Year: 2009-2010
Report Category: National Level - Central Agencies
Report Name: 1. Annual Activity Budget by Agency
Preview Report

(a) Select FYP, Fiscal Year and Report Category
(b) Administrative Unit/Department/Field Office will appear by the selection of the Category if necessary
(c) Click on "Preview Report" after selecting all dropdown list

6.

Progress Reports

6.1 Entering Progress Data

- (1) Annual Work Plan and budget has to be created for entering Progress data.
- (2) Click on “Data Entry” menu from “Progress” Module.

Progress & Expenditure Entry Form

Program Selection

Fiscal Year: 2009-2010 [\(Change\)](#) Administrative Unit: 107.01 Gross National Happiness Commission [\(Change\)](#)

Period:

[Show Program List](#)

- (3) Select Fiscal year and reporting quarter (Q1, Q2, Q3, Q4, First Half, Second Half and Annual)
- (4) Click on Show Program List Label, The following window appears

Progress & Expenditure Entry Form

Program Selection

Fiscal Year: 2009-2010 [\(Change\)](#) Administrative Unit: 107.01 G

Period:

[Show Program List](#)

Program	Progress Entry				Preview	
001 Strengthening Planning, Monitoring and Evaluation	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
002 Local Governance Support Programme	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
005 Test program for system test	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
009 Test program for GNHC	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
012 ToT test program	Outcome	Output & Activity	Narrative	Signature	Report	Attachment

(b) Click on result level to enter progress

(a) Outcome Progress Entry

Outcome Progress
Program: 001 Strengthening Planning, Monitoring and Evaluation

Outcome	Indicator & Target		Actual Q1 (Jul-Sept)
001 Efficient, coherent, evidence-based system guides national planning and monitoring and assesses achievements in relation to MDGs, GNH indicators and national/sector priorities	Extent to which Five Year Plans reflect evidence thinking Baseline: Target:	Progress Remarks	<input type="text"/>
	Extent to which internal or external mid-term evaluations utilize 10th Plan program results and their indicators Baseline: Target:	Progress Remarks	<input type="text"/>
	Extent to which bilateral and multi-lateral agencies harmonize their monitoring requirements with RGOB Baseline: Target:	Progress Remarks	<input type="text"/>

(a) Enter progress for relevant quarter
 Note: Normally outcome progress is not entered quarterly

(b) Output, Activity and sub-activity progress entry

(1) Click on Output and activity label. Following form appears

AWP Objects
Program: 001 Strengthening Planning, Monitoring and Evaluation [Enter progress by navigation](#)

AWP Object	Progress Entry
Output 001 Central agencies and local governments correctly and routinely use NMES for reporting progress on results	Output
Activity 001 Develop and implement National Monitoring and Evaluation System (NMES)	Activity Upload Attachments
Sub-activity 001 test	Sub-activity
Sub-activity 002 gg	Sub-activity

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(c) Output progress

(1) Click on output label. Following form appears.

Output Progress
Output: 001 Central agencies and local governments correctly ar

Options
- Entry Mode for Semi-annual & Annual Progress: Manual Auto
- Entry Mode for Expenditure: Manual Import from PEMS

indicator	Annual Target (2009-2010)		Actual Q1 (Jul-Sept)
# of agencies and local governments that comply with NMES guidelines	No Annual Target. Please define the target first.	Progress/Remarks	<input type="text"/>
#of agencies	No		

(c) Enter progress for relevant quarter

Note: Output annual target has to be defined.

c. Activity progress

Click on Activity Label

Activity Progress
Activity: 001 Develop and implement National Monitoring and Evaluation System

Options
- Entry Mode for Semi-annual & Annual Progress: Manual Auto
- Entry Mode for Expenditure: Manual Import from PEMS

Annual Target (2009-2010)	unit		Actual Q1 (Jul-Sept)	Actual Q2 (Oct-Dec)
		Status	Select Satus <input type="button" value="v"/>	Select Satus <input type="button" value="v"/>
		Progress	Progress...	Progress...
		Remarks	Remarks... <input type="button" value="v"/>	Remarks... <input type="button" value="v"/>

[Note] Semi-annual & Annual Progress will automatically be calculated by Q1-4 figures. However, previous period Progress will be shown if the Q1-4 Progress are not numbers.

(a) Enter progress for relevant quarter

(b) Click on save

Note: Activity annual target has to be defined.

d. Uploading attachments for progress evidences

- Click on upload attachment label. Following form appears.

File Names	Comments
<input type="text"/> <input type="button" value="Browse..."/>	
<input type="text"/> <input type="button" value="Browse..."/>	
<input type="text"/> <input type="button" value="Browse..."/>	

[Note] Total file size must be less than 2000 Kilobytes (2MB).

- Click on browse to select files to upload and click on upload.

e. Sub activity progress entry.

- a. Click on Sub-activity label. Following form appears

	Actual Q1 (Jul-Sept)	Actual Q2 (Oct-Dec)
Progress	<input type="text"/>	<input type="text"/>
Expenditure (Million Nu)	<input type="text"/>	<input type="text"/>
Remarks	<input type="text"/>	<input type="text"/>

[Note] Semi-annual & Annual Progress will automatically be calculated by Q1-4 figures. However, previous period Progress will be shown if the Q1-4 Progress are not numbers

(b) Enter progress for relevant quarter

(c) Enter expenditure Page 39 of 46

(d) Click on save

f. Entering narratives

a. Click on narrative label. Following form appears

(a) Enter data for the questions
 (b) click on save

g. Previewing reports and attachments

a. Click on report and attachment label to preview report and uploaded attachments respectively on the following form.

[Show Program List](#)


Program	Progress Entry				Preview	
001 Strengthening Planning, Monitoring and Evaluation	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
002 Local Governance Support Programme	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
005 Test program for system test	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
009 Test program for GNHc	Outcome	Output & Activity	Narrative	Signature	Report	Attachment
012 ToT test program	Outcome	Output & Activity	Narrative	Signature	Report	Attachment

6.2 Viewing Progress Reports

(1) Select “Report” from “Progress” menu and click on standard

(2) Following form appears


View Annual Progress Report

 **Program Selection**

Fiscal Year: 2009-2010 [\(Change\)](#) **Administrative Unit:** 107.01 Gross National Happiness Commission [\(Change\)](#)

[View Report by Program](#) [View Report by Administrative Unit](#)

(3) Select fiscal year and click on “ View Report by Program”. Following form appears

 **Program Selection** Close

Fiscal Year: 2009-2010 [\(Change\)](#) **Administrative Unit:** 107.01 Gross National Happiness Commission [\(Change\)](#)

[View Report by Program](#) [View Report by Administrative Unit](#)

Program & Activity List

Program/Activity	Q1	Q2	1st Half	Q3	Q4	2nd Half	Annual
Program 001 Strengthening Planning, Monitoring and Evaluation	Report	Report	Report	Report	Report	Report	Report
Activity 001 Develop and implement National Monitoring and Evaluation System (NMES)	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment
Program 002 Local Governance Support Programme	Report	Report	Report	Report	Report	Report	Report
Activity 001 Capital annual block grants released for 205 gewogs	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment
Activity 002 Develop and implement minimum conditions of access and result measures for dzongkhag and gewog Annual capital grant facility	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment	Attachment

(4) Click on “Report” label for the against the program for which the report is to be viewed. Report labels under different quarters can be clicked to view different quarter reports.

7. Tools

7.1 Change Password

(1) Select “Change Password” from Tools menu

(2) Change Your Password form appears.

Enter Current Password, New/Confirm Password and click on “Change Password” button.

Change Your Password

Current Password: ●●●●●●●●

New Password: ●●●●●●●●
(Min. 7 characters including one non-alphanumeric character)

Confirm New Password: ●●●●●●●●

Change Password Cancel

7.2 Options

(1) Select “Options” from Tools menu.

(1) PlaMS Option form appears.

PlaMS Options

Number of Blank Rows for New Data Entry: 2

Data Change Background Color: Enable
 Default Color
 Custom Color
#FFE4E1

Report Print Mode: define how to print reports to a local printer.
- ActiveX works only with Internet Explorer
- PDF needs Adobe Acrobat Reader

ActiveX (Your browser setting may not accept to use ActiveX)
 PDF (Use PDF if ActiveX does not work. Use Acrobat printing feature to print reports.)

Save Close Window

This number affects all indicators and Indicative Costs entry rows.

PlaMS Options

Number of Blank Rows for New Data Entry: 2

Data Change Background Color: Enable
 Default Color
 Custom Color
#FFFFFF

Report Print Mode: define how to print reports to a local printer.
- ActiveX works only with Internet Explorer
- PDF needs Adobe Acrobat Reader

ActiveX (Your browser setting may not accept to use ActiveX)
 PDF (Use PDF if ActiveX does not work. Use Acrobat printing feature to print reports.)

Save

(a) Click on arrow to select custom color from color pallet
(b) Tick desired color

8. Contact us

8.1 Address & Phone

(1) Select “Address & Phone” from Contacts menu

Address & Phone				
Office/Contact	Address	Phone	Fax	E-mail
GNH Commission	P.O.Box.127 Thimphu	975-2-3325192, 321053, 325741, 325850,	975-2-322928	web site: www.pc.gov.bt
Secretariat, GNH Commission	Tashichhodzong, Thimphu	Direct: 975-2-323176 PA: 326786 or 5192 (ext.111)	975-2-322928	
PlaMS Project Manager, GNH Commission	Tashichhodzong, Thimphu	975-2-325192 (ext.116)	975-2-322928	kgalleg@pc.gov.bt
IT & Publication Unit, GNH Commission	Thimphu	975-2-326801	975-2-322928	Please use Feedbacks form in this site

8.2 Feedbacks

(1) Select “Feedbacks” from Contacts menu

(2) Feedbacks form appears

(3) Enter From (Your E-mail), Subject and Body. CC (E-mail address) and Attachment are optional.

Welcome your feedbacks and inquiries...

To:

From (Your Email):

CC:

Subject:

Attachment:

Body:

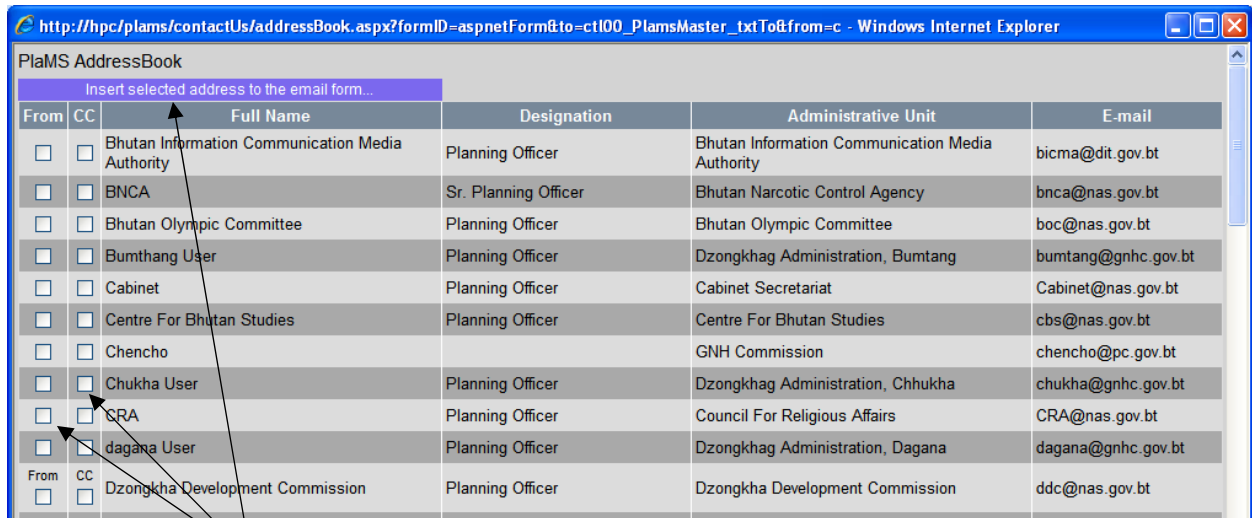
PlaMS Administrator

moa@gnhc.com

Choose a file by [Browse...] and click [Attach File] button to attach the file. (Max. 2,000KBytes)

Click on From/CC to show Address

(4) Address book for selecting E-mail address



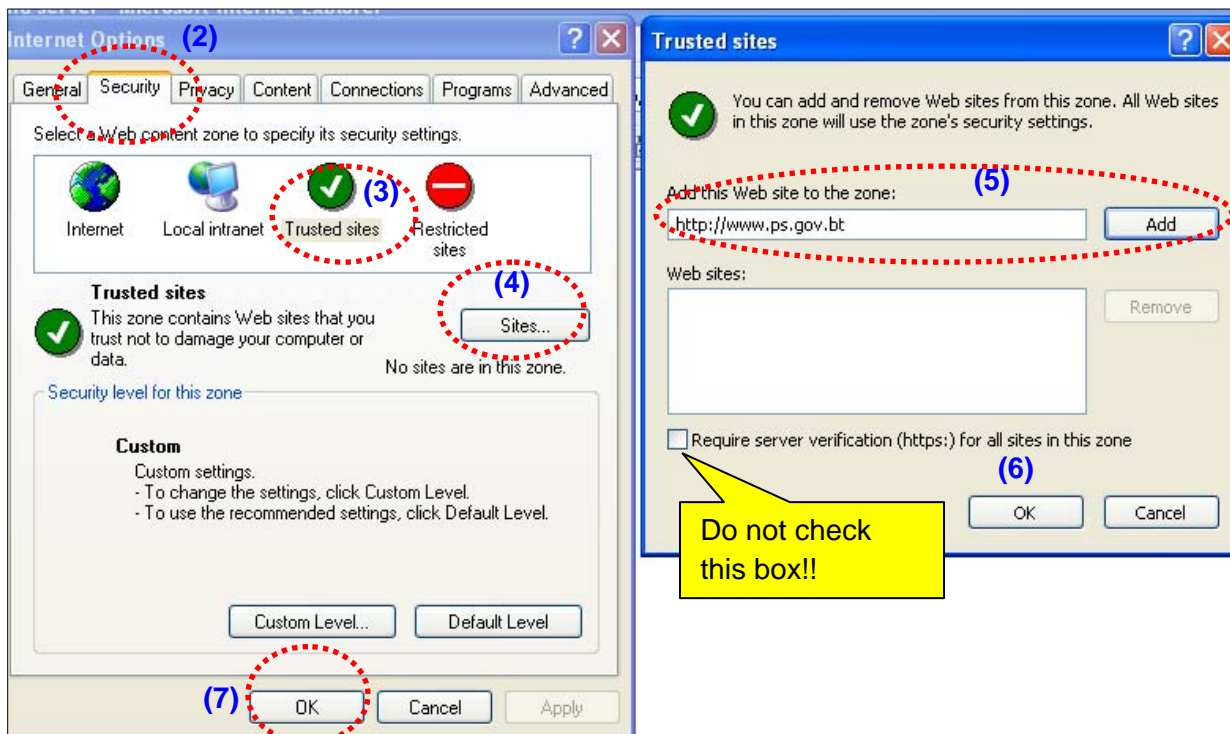
Tick check-boxes for "From/CC" address and click on "Insert selected address to the email form..."

(5) Click on "Send Email" to send E-mail.

Appendix-1 How to set Trusted Sites

1. IE 6.0

- (1) Open "Internet Options" dialogue window from "Tools" in IE menu bar
- (2) Click "Security" tab.
- (3) Click "Trusted sites" button
- (4) Click "Sites" button, then "Trusted sites" window will open.
- (5) Type <http://www.pc.gov.bt> in the text box for "Add this Web site to the zone:" and click "Add" button.
- (6) Click "OK" in "Trusted sites" window
- (7) Click "OK" in "Internet Options" window



2. IE 7.0

- (1) Open “Internet Options” dialogue window from “Tools” in IE menu bar
- (2) Click “Security” tab.
- (3) Click “Trusted sites” button
- (4) Click “Sites” button, then “Trusted sites” window will open.
- (5) Type <http://www.pc.gov.bt> in the text box for “Add this Web site to the zone:” and click “Add” button.
- (6) Click “Close” in “Trusted sites” window
- (7) Click “OK” in “Internet Options” window

