Introduction for the Enhanced Atlas Project Management Module

Introduction:

With the new enhanced Project Management Module the following benefits are expected from the changes introduced in the module:

- Improved user experience from simplified navigation and consistent use of programme terminology
- Simplified results data entry screens for outputs and activities (optional)
- Improved data quality of GMS rates and distribution
- Searchable document repository in SharePoint
- Data capture of Total Approved Budget
- Ability to enter pipeline budgets and link to programme focus areas
- Simplified project approval process replacing “Generate Award”

The new module will allow you to:

- Enter new Proposal to Atlas (Including Outputs, Budgets and Attachments)
- Link the new Outputs directly to the CO Atlas Project Tree (Related Development Outcome)
- Approve the Proposal (Generate the Project)
- Set the GMS cost recovery method, Rate and Income Distribution
- Establish and update the Output Targets and Results based on the Result and Resource Framework (RRF)
- Establish and update the Activities plan results and assessment based on the Monitoring Framework and Evaluation
- Enter and update/follow-up the Project Monitoring and Communication Plan
- Enter, update and track the risks elements (Risks Log)
- Enter and Update the Output Gender Marker Attribute
- Upload attachments
- Perform budget revisions in a simplified process.
New Navigation:

The new Project Management Module Pages have been allocated in the Atlas menu under Grants > Project Management:

- **Project Proposals**: This page will allow you to create new projects and have them approved.
- **Approved Projects**: This page will allow you to set, report and modify all the approved projects.

*(Please refer to the Atlas Project Management Module User Guide for step by step instructions)*

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Setting-Up Project General Management Support (GMS):

1. Click on Project Tab.
2. Select the GMS recovery method.
3. Click GMS Tab for setting.

Please note that once you select the GMS method a new GMS Tab will be available.
Several enhancements have been introduced in the Project Management Module to improve the data quality and correctness of GMS rates and department income distribution. Changes include the following:

- The GMS rate is captured at the Project-Fund-Donor Level.
- GMS income is calculated at the Project level based on expenses recorded by Donor and Fund.
- GMS rate and distribution for the project should be entered in Atlas, regardless of the GMS calculation method (only one GMS method per project applies)
- The GMS calculator has been integrated into Atlas for maximum automation and minimal data entry. The fund code entered will automatically populate the GMS rate percentage based on the current cost recovery policy and minimum rates that therefore apply. Furthermore, the department distribution will also be automatically populated.
- The automation also facilitates that GMS income is correctly distributed to the relevant departments.
- Atlas will allow different GMS rates within the same project; in those noted cases where there are multiple donors with different negotiated agreements/rates (i.e. when a project has a combination of programme country cost sharing and third party costing sharing).

Please note that while the system attempts to automate the process to the maximum extent possible, you need to review all the data and ensure that the correct GMS rates and GMS distribution modality has been selected. Note that the system is set up to default the distribution modality based on fund codes: GFATM distribution when fund code 30078 is entered; government cost sharing distribution when fund codes 30071-77 are entered and for ALL other fund codes (cost sharing and TFs) the system will automatically default to country distribution. If under any of these events, the regional, global or hybrid distribution applies, you need to make the changes.

Furthermore, the corresponding project budget entries for each COA (Donor/Fund) combination must be created so that GMS income can be recovered in a timely and accurate manner.

Note: Make sure to click on Save GMS after entering all required GMS information.