

PROJECT SHEET TEMPLATE – INFORMATION REQUIRED ON OPS

(Explanation text in green and example text in blue. You can use this template to prepare your project info in advance, before going onto OPS to upload it)

Appealing Agency(ies)	<i>(Use the search box on OPS to find your org's name in the database. The project can have more than one appealing agency on OPS – but each must have its own budget.)</i>
Project Title	<i>Be very concise. Capture the essence of the project. If a project belongs to a sub-cluster or other special coordination group (i.e. child protection, nutrition, psycho-social and mental health, etc.), please make sure to include those words in the project title to ensure that requirements and funding can be more easily identified for advocacy and analytical purposes.</i>
Project Code	<i>[Project code is now assigned automatically by OCHA's OPS after you save the draft project – you don't need to do anything.]</i>
Sector or cluster	<i>OPS will give you a drop-down menu of the sector/cluster names in your country.</i>
Objective	<i>A summary in a sentence or two of what the project aims to achieve. This should relate directly to one of the sector/cluster objectives.</i>
Beneficiaries	TOTAL: 1000 [always individuals, not households] Children: 500 Women: 200 Other group (specify): 20 community health promoters <i>Disaggregate women and children from TOTAL wherever possible. On OPS, don't put commas between digits.</i>
Implementing Partner(s)	<i>List partners <u>ONLY</u> in the sense of those whom you will subcontract – <u>NOT</u> those with whom you will coordinate. (It's assumed you'll coordinate laterally with the rest of the sector/cluster.) e.g. Ministry of Health, Oxfam</i>
Project Duration	<i>From when to when does the project run? Note that a project's duration can exceed one year. In that case, funds requested should be the portion needed for 2010 only.</i> <i>e.g. January – December 2010 or February 2010 – March 2011</i>
Location	<i>Choose ONE location from the drop-down menu that OPS will offer, tailored to your 2010 CAP.</i>
Priority	<i>Choose the priority rating, as agreed with your sector/cluster group following peer review, from the drop-down menu that OPS will offer (tailored to your 2010 CAP).</i>
Project Contact Name:	<i>Joe Schmoe Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>
Project Contact e-mail:	<i>Joe.Schmoe@unxyz.org Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>
Project Contact Phone:	<i>Tel. +41 22 XXXXXXXX Warning: this information will eventually be published, to allow interested donors to contact the right person in your org. So don't give confidential contact information. Use a generic contact if you prefer (e.g. donor-relations@unxyz.org).</i>

Needs *(maximum 4,000 characters, which is about 1.5 pages)*

Activities *(maximum 4,000 characters)*

Outcomes *(maximum 4,000 characters)*

Requested budget <i>(Note: if the project goes longer than the CAP's common planning horizon, usually one year, this budget should reflect the 2010 portion only.)</i>	
Budget Items	\$
Cost A (e.g. staff)	100,000
Cost B (e.g. inputs)	50,000
Cost C (e.g. administration)	50,000
TOTAL <i>(OPS will calculate total automatically from the lines above.)</i>	200,000

NOTE: OPS offers only five (5) budget lines, to keep the information manageable. If your organisation's standard format has more than 5, combine some of the smaller ones.

Screenshot of OPS project upload page:

The screenshot displays the 'Humanitarian Appeal Project Database' interface in a Windows Internet Explorer browser. The page title is 'CAP - Consolidated Appeal Process - Project Database'. The URL is 'http://ocha.unog.ch/OPS/ProjectPage.aspx?projectId=25840&appealid=862'. The user is identified as Robert Smith (smith50@un.org) from the Office for the Coordination of Humanitarian Affairs, DCHA CAP - Geneva Section. The page shows a navigation menu on the left with options: Home, All Appeals, Projects, and Help/Contact. The main content area displays the 'Appeal Title: TEST APPEAL FOR OPS' and a 'Comments' field. Below the comments field are buttons for 'Go Back', 'Save & Close', and 'Save & Stay'. The 'Current Project Status' is 'Draft'. A 'PROJECT DETAILS' section is visible, showing 'Project Title' and 'Temporary CAP Project Code' fields. The 'Appealing agency' section includes a '+ Add Appealing Agency' button and a table with one entry: 'Office for the Coordination of Humanitarian Affairs' with the abbreviation 'OCHA' and a '[Remove]' link. The 'Requested budget, per appealing agency' section shows 'Office for the Coordination of Humanitarian Affairs' with a currency of 'US\$ (like 500000 or -500000 without)'. The page footer includes 'Original Budget Summary' and 'Internet'.