

LOCAL DEVELOPMENT II URBAN PROJECT

MIS / 6 (E)

Submitted to
USAID / CAIRO

Submitted by
WILBUR SMITH ASSOCIATES

In association with

PUBLIC ADMINISTRATION SERVICE
DEVELOPMENT CONSULTING OFFICE

DELOITTE HASKINS AND SELLS
ENGINEERING AND GEOLOGICAL
CONSULTING OFFICE

Management Information Systems

PROJECT TRACKING SYSTEM

INSTALLATION SUMMARY

October, 1988

LD II URBAN PROJECT TRACKING SYSTEM

INSTALLATION SUMMARY

INTRODUCTION

The LD II Urban Project Tracking System (PTS) was developed to provide an automated mechanism to monitor the financial progress and construction status of the annual Investment and Maintenance Plans. The Technical Assistance (TA) Contractor was responsible for enhancing the PTS computer system to provide an Arabic data entry and reporting capability. This effort was completed in May 88.

The next phase consisted of coordinating training of GOE staff, acquiring the necessary hardware, software and furniture and installing the system in each of the Urban Governorates. A consolidated implementation plan (by work days) was developed and published in the April 88 Progress Report. This plan was calendarized and installation of the Arabized LD II Urban Project Tracking System (PTS) was begun at Giza on 17 July 88 and completed at Suez on 24 October 88.

During the installation period new procedures were developed and explained to Governorate and District personnel responsible for monitoring LD II Urban projects. The system was installed on a governorate computer and the LD II support staff at the Governorate, recently trained for this effort, provided data entry in Arabic. The system operation was successful.

OBJECTIVES

The primary objective of the PTS installation was to automate existing procedures for tracking projects against the Local Development II Urban Investment and Maintenance Plans. This objective can be categorized as follows:

- . standardizing data flow procedures
- . establishing data submission deadlines
- . developing consolidated data entry forms
- . install and run the automated PTS

Additionally, the installation was intended to bring the Governorate Planning and Followup staff together with counterparts at the District level, while integrating the new computer system into daily activities of the Basic Services Delivery Systems (BSDS) TA team.

APPROACH

To achieve the objectives, ten days were allocated to establish a coordinated approach and resolve any problems. Meetings were held to inform all parties involved about the objectives of the installation, the procedures to be followed and functional responsibilities. Deadlines for submitting data were agreed upon.

Three days of meetings were held by the installation team (MIS TA and BSDS TA representatives) with the Governorate Planning and Followup staff and District level representatives to explain the existing procedures, present new processes and establish responsibilities. A listing of attenders, by Governorate, appears in Appendix B.

During the meetings the objectives of the installation were discussed. An overview of the existing manual procedures was presented by the BSDS TA representative. It covered the manual monitoring process for LD II projects. The following points were emphasized:

- explanation of the contents of the Planning and Followup Handout (Attachment A).
- explanation of LD II Urban Forms 1 through 6 and contents (Attachment A, Section 1)
- role of the Governorate, Districts, City Council and BSDS TA team in the monitoring of projects

The Project Tracking System was demonstrated by the MIS TA representatives, citing its purpose and function. Data elements needed for the PTS--from the start of the Investment Plan until it is closed--were defined. New, consolidated data entry forms (see Attachment A, Section 6) were presented.

On the fourth day of the installation period, MIS TA representatives met with the recently trained staff who will support the LD II Project at the Governorate. The following points were covered:

- Overview of the flow of data and submission deadlines
- Data entry forms and codes used in the system
- Delivery of four copies each of the Users' Manual (English) and the Arabic Supplement
- Explanation of the input documents, screens and reports
- Installation of the Enhanced Graphics Adapter hardware
- Installation of the Software on the computer
- Operation of the PTS and error correction
- Data entry by the Governorate staff and procedures
- Report Printing
- Data verification

The final day of the installation process consisted of a training session for the Governorate Planning and Followup staff on how to complete the new data entry forms. Accuracy of data coding was stressed. The Governorate staff were instructed to carry out followup at the District level, in conjunction with the BSDS TA representatives, to guarantee accuracy of data coding and adherence to submission deadlines.

FUNCTIONAL RESPONSIBILITIES

All the involved organizations agreed upon the establishment of functional responsibilities. The results are as follows:

District

The District Planning and Followup staff are to be responsible for collecting data and completing the particular project form (Attachment A, Section 1) and submitting the monthly followup form (Form 3) by the SECOND day in the FIRST week of each month. Form 3 is to be sent to the Planning and Followup Department in the Governorate (City Council for Giza and Qalubia). Final review must occur before the submission date.

City Council (Giza and Qalubia only)

The City Council must receive all project forms from the Districts. Form 3 (Arabic) is to be reviewed on the SECOND day of the month. It must be reviewed and sent to the Governorate and Project Implementation Coordinator not later than the FOURTH day of the month.

Governorate

The Governorate Planning and Followup Department will receive the Form 3 from the District (City Council for Giza and Qalubia) on the FOURTH day of the month. The codes must be reviewed for accuracy and the new consolidated data entry forms (see Attachment A) completed. All coding should be completed by the END of the FIRST week of the month and sent to the Computer Department for data entry and then filed.

This department will be responsible for coding the data entry forms and reviewing the computer printouts to verify the data entry. The data entry forms used are:

- . Project Identification Form (Form A)
- . Total Funding Form (Form C)
- . Funds Transfer Form (Form D)

During most of the year for monthly project monitoring, the previous month's Form 13 and 14 reports will be annotated with the current month's changes and used as a data entry vehicle. The other data entry forms (A, C, D) are used at the beginning and end of the Investment Plan year. Note that Form A is used only at Project initiation. Forms C and D are being designed.

After the reports are printed by the PTS and verified, a copy must be sent to the Districts. The Project Implementation Coordinator will be given a copy of the reports and the data files on diskette by the END of the SECOND week of the month.

Governorate LD II Computer Support Staff

Eight personnel at the Governorate have been designated to provide computer support to the LD II Urban Project. These personnel have been nominated for on-going MIS training. "Phase I" training has been completed. It consisted of three courses: Basic Disk Operating System, dBASE III Plus, and Advanced DOS. The PTS Installation team instructed the Computer Staff in the operation of the PTS computer system. This staff will form a core of trained personnel which will assist the LD II Urban MIS and OMED development teams. On-going training and followup will be provided.

To support the project monitoring function, the computer support staff will provide data entry to the Project Tracking System. The data entry forms must be received from the Planning and Followup Department by the FIRST day in the SECOND week of each month. Data entry and report printing is expected to take two days. The printed reports will be sent to the Planning and Followup Department for verification and distribution. Upon verification, the data files will be

copied to diskette. This diskette will be given to the Governorate Planning and Followup Department for distribution to the PIC.

LD II Urban Project Administrative Support Staff

The Project Office Administrative Support staff will be responsible for loading the data provided by the Governorates into the consolidated Project Tracking System (English) and producing the tables needed for the monthly Progress Report. All tables produced from the Governorate data will be sent to the BSDS TA Team for review. When the data is verified, the Monthly Progress Report tables will be finalized.

LD II Urban Basic Services Delivery Systems TA Team

The BSDS TA Team has a shared responsibility for the verification of the data submitted by the governorates. A comparison will be made between the data resulting from the Project Office LD II Tracking System (English) and the data produced by the Districts to assess the followup needed at the District and Governorate level throughout the month. In order to avoid confusion and to insure data accuracy, the BSDS TA team will translate the Project descriptions into Arabic and provide a list of valid project codes to each District and the Governorate.

Project Implementation Coordinator

In conjunction with the Governorate Planning and Followup Department and other GOE agencies, the Project Implementation Coordinator (PIC) must make certain the submission deadlines are met. He will receive the verified Arabic Forms 13 and 14 and the data diskette from the Governorate Planning and Followup Department. This information must be delivered to the LD II Urban Project Office by the END of the SECOND week of the month.

LD II Urban Management Information Systems TA Team

The MIS TA Team will provide followup at the Governorate level to insure that the computer system operates as installed. Over the course of the Project, the MIS TA team will assess the efficiency of the training provided and the operation of the system. Recommendations provided by the Governorate will be compiled and reviewed in conjunction with the BSDS TA Team. Changes/enhancements to the Arabized Project Tracking Systems will be made in a priority order.

The following tables summarize the functional responsibilities and data submission deadlines.

FUNCTIONAL RESPONSIBILITIES MATRIX

FUNCTION	ORGANIZATION						
	Governorate Plan/Followup	District	City Council	BSDS TA Team	Governorate Computer Staff	PIC	MIS TA Team
Data Coding	X						
Data Verification	X	X	X	X	X		
Data Entry					X		
Procedural Followup				X			
Data Verification/ Review	X			X			
Computer System Maintenance							X
Submission Deadlines	X	X	X		X	X	

DATA SUBMISSION DEADLINES

SOURCE	DESTINATION	DEADLINE	PROCESS
District Planning and Followup Dept.	City Council	2nd Day of Month	Submission of Form3/final revision and Maintenance Monitoring Forms
City Council	Govtc. Planning and Followup Dept./PIC	4th Day of Month	As Above
Govtc. Planning and Followup Dept.	Govtc. Computer Dept.	End of 1st Week	Form 13, 14 with changes; Data Entry; Report Printing
Govtc. Computer Dept.	Govtc. Planning and Followup Dept./Districts/PIC	1st Day of 2nd Week	Data Verification
PIC	LD II Urban Project Office/ Govtc.	End of 2nd Week	Data Diskette, Reports

OUTPUTS

The outputs produced from the installation period are as follows:

- A Handout (Attachment A, English Version) in Arabic containing new and existing forms, coding requirements, screen and report examples
- Flowchart of Process with functional responsibilities
- Data Submission Deadlines (see table above)
- Installation of Computer Hardware (EGA Adapter) and Software (Project Tracking System)
- Data Entry by Governorate Staff
- Successful Operation of the System
- Arabic Reports
- Distribution of the English Users' Manual and the Arabic Supplement

In addition, the Governorate computer staff were given an oral presentation of the Project Tracking System and an explanation of the manuals. A discussion period followed and questions were answered prior to the data entry sessions.

CONCLUSIONS/RECOMMENDATIONS

The following conclusions can be drawn from the installation process.

1. The BSDS TA Team must assimilate the concept of the automated Project Tracking System into their day to day activities.
2. Both formal and on-the-job training must be given on a continual basis. Followup on adequacy of MIS training and system operation must be done periodically to objectively assess the level of expertise achieved by Governorate staff.
3. The Governorate Planning and Followup staff must take an active role in the followup process by visiting their District counterparts to achieve a thorough understanding of the roles of each organization.

As a final recommendation, the MIS TA Team must provide ongoing support to the Governorate. As presented in the Diagnostic Report (draft issued June 88), with an adequate level of manpower, the LD II Urban Project can effect an acceptable level of technology transfer. A solid cadre of staff can be formed who are able to analyze and program their own computer applications. At that point, the LD II Urban Project will have succeeded in building the institution which will carry the Governorate forward in this "computer age".

ATTACHMENT A

PROJECT TRACKING SYSTEM

INSTALLATION HANDOUT

Section 1
Investment Plan
Project Monitoring Forms

3. <u>APPROXIMATE COST ESTIMATE</u> (Use additional sheet as needed)	L.E.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SUB TOTAL	_____
CONTINGENCIES (10%)	_____
TOTAL COST	_____

III. <u>ATTACHED DOCUMENTS</u>	<u>YES</u>	<u>NO</u>
1. ENVIRONMENTAL SITE ASSESSMENT	---	---
2. SITE LOCATION MAP	---	---
3. CONCEPTUAL DRAWINGS (DESIGN SKETCHES)	---	---
4. INITIAL COST ESTIMATE	---	---
5. INITIAL PRICED LIST OF EQUIPMENT AND FURNITURE	---	---

IV. OPERATION AND MAINTENANCE:

1. DEPARTMENT RESPONSIBLE FOR MAINTENANCE _____

2. DEPARTMENT RESPONSIBLE FOR OPERATION (STAFF & EQUIP) _____

V. SUB-PROJECT APPROVALS AND DATES:

1. DISTRICT CHIEF _____ 2. POPULAR COUNCIL _____

3. GOVERNORATE REPRESENTATIVE _____

3. USAID REPRESENTATIVE _____

(FINAL APPROVAL)

LOCAL DEVELOPMENT II URBAN PROJECT
CONTRACT INFORMATION

Governorate: _____ District: _____

District Unit Responsible For Project: _____

Sub-Project Title and Number: _____

(Allocation: L.E. _____)

1. Date Project Approved By AID (Day/Month/Year): _____

2. Date Request For Bids Advertised (Day/Month/Year): _____

3. Date Project Bids Received (Day/Month/Year): _____

4. Number Of Bidders: _____

5. Name Of Contractor/Supplier Selected For Award: _____

5.1 Date of Contract: _____

6. Date Of Order To Start Work: _____

7. Contracted Date Of Completion: _____

8. Contracted Cost Of Project: _____

9. Remarks: _____

10. Attached Documents:	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
a. Copy Of The Contract	___	___	d. Working Drawings	___	___
b. Bill Of Quantities	___	___	e. Schedule Of	___	___
c. Contract Cost Estimate	___	___	Payment.		

11. Certifying Official: _____

Title: _____

Date: _____

LOCAL DEVELOPMENT II URBAN PROJECT

PROJECT CLOSE-OUT FORM

TERMINATE _____ DISTRICT _____

DISTRICT UNIT RESPONSIBLE FOR PROJECT _____

PROJECT TITLE AND NUMBER _____

PROJECT SCHEDULE

1. DATE CONTRACT SIGNED (Day/Month/Year) _____
2. DATE WORK STARTED (Day/Month/Year) _____
3. DATE OF PROJECT COMPLETION PER CONTRACT : _____
4. DATE OF ACTUAL PROJECT COMPLETION : _____
5. COMMENTS : _____

PROJECT FINANCES

1. ESTIMATED COST OF PROJECT : _____
2. CONTRACTED COST OF PROJECT : _____
3. FINAL COST OF PROJECT : _____
4. IF OVERRUNS OCCURRED, STATE REASONS WHY : _____

Funds not expended or materials not utilized by the end of this project should be used for other NUS projects.

DISTRICT _____

PROJECT TITLE AND NUMBER _____

111. SUMMARY OF PROJECT IMPLEMENTATION

1. WAS PROJECT SITE PRE-INSPECTED ? YES _____ NO _____

2. BY WHOM ? _____

3. WAS PROJECT PROGRESS MONITORED BY THE DISTRICT ? YES _____ NO _____

4. BY WHOM ? _____

5. DATES OF FIELD INSPECTIONS: (Day/Month/Year)
(Attach copies of site inspection reports)

6. WAS PROJECT SUSPENDED OR DELAYED AT ANY TIME FOR:

A. NON-PERFORMANCE (Contractor work force did not appear on-site) YES _____ NO _____

B. POOR WORKMANSHIP YES _____ NO _____

C. UNAVAILABILITY OF MATERIALS OR EQUIPMENT YES _____ NO _____

D. UNAVAILABILITY OF LABOR YES _____ NO _____

E. NON-PAYMENT OF FEES TO CONTRACTOR YES _____ NO _____

7. WERE ALL MATERIALS AND/OR SUPPLIES RECEIVED FOR COMMODITY PROCUREMENT PROJECT ? YES _____ NO _____

IF THE ANSWER TO ANY PART OF QUESTION 6 IS "YES," OR TO QUESTION 7 IS "NO", PLEASE EXPLAIN:

(Continue on another sheet if necessary)

DISTRICT _____

PROJECT TITLE AND NUMBER _____

11. DID THE CONTRACTOR MEET ALL QUALITY STANDARDS SPECIFIED BY THE DISTRICT ? YES _____ NO _____

IF THE ANSWER TO QUESTION 8 IS "NO", PLEASE EXPLAIN:

9. ASSESSMENT OF THE OVERALL PERFORMANCE OF THE CONTRACTOR :

- _____ GOOD
- _____ ACCEPTABLE
- _____ NOT ACCEPTABLE

CERTIFYING DISTRICT OFFICIAL : _____
NAME (Type or Print)

SIGNATURE

DATE _____

USAID CONTRACTOR REVIEW: _____
NAME (Type or Print)

SIGNATURE

DATE _____

USAID REVIEW _____
NAME (Type or Print)

SIGNATURE

DATE _____

LOCAL DEVELOPMENT II URBAN PROJECT
PROJECT FUND DEPOSIT

GOVERNORATE _____ DISTRICT _____

DISTRICT UNIT RESPONSIBLE FOR PROJECT _____

PROJECT TITLE AND NUMBER _____

AMOUNT OF DEPOSIT _____

DATE OF DEPOSIT _____
(Day/Month/Year)

NAME OF BANK _____

BANK ACCOUNT NUMBER _____

DISTRICT CHIEF : _____
NAME (Type or Print)

SIGNATURE

ACCOUNTANT CHIEF: _____
NAME (Type or Print)

SIGNATURE

Governorate : _____
 District : _____

Bank Reconciliation Statement
 For / / 1902

- Ending Balance per Bank Statement L.E. _____
- Exclude Bank Interest L.E. _____
- Deposits recorded in books which did not appear in the bank statement:-

Date	Description	Amount
_____	_____	L.E. _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Deposits L.E. _____

Add: Total Deposits and Ending Bank Balance L.E. _____

Checks recorded in books which did not appear in the bank statement: -

Date	Description	Amount
_____	_____	L.E. _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Less: Total Checks Outstanding L.E. _____

Other Deduction (Taxes + S.Security, etc.) L.E. _____

Balance per District Books L.E. _____

Section 2

**Computer System
Input Screens and Coding Schema
(Investment Plan)**

SP. NO.:

TITLE : < >
ADDRESS: < >
KISM : < > TYPE: < >

FINANCIAL
POSIT DT: < >
TT.ALLOC: < >
RR.ALLOC: < >
NTR.COST: < >
ND SPENT: < >
RM 1 DT.: < >
RM 2 DT.: < >
RM 4 DT.: < >

ENGINEERING
PRIM UNIT: < >
PRIM MEAS: < >
SEC UNIT : < >
SEC MEAS : < >
BENEFIC. : < >
STATUS : < >
REMARKS : < >
CONTRCT.DT: < >
SITEOVR.DT: < >
WKSTART.DT: < >
SCHDCOM.DT: < >
ACTLCOM.DT: < >
% COMPLETE: < >

Enter Sub Project No.1

SP. NO.: 8210103101

TITLE : <Arab Kafr El Elwa Sch.,Renov. & 2 Story add. struc. >
ADDRESS: <Arab Kafr el Elwa Area >
KISM : <(Tebbin Kism) > TYPE: <CE>

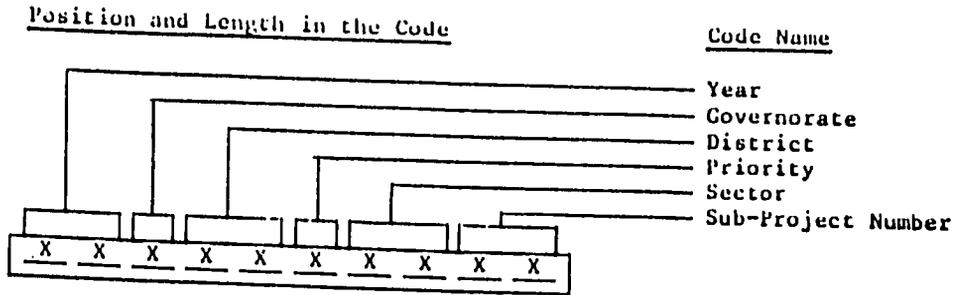
FINANCIAL
POSIT DT: <05/21/00>
TT.ALLOC: < 30000>
RR.ALLOC: < 36102>
NTR.COST: < 39520>
ND SPENT: < 36102>
RM 1 DT.: < / / >
RM 2 DT.: < / / >
RM 4 DT.: <12/04/83>

ENGINEERING
PRIM UNIT: < 4>
PRIM MEAS: <clsrms>
SEC UNIT : < 240>
SEC MEAS : <m2 >
BENEFIC. : < 400>
STATUS : <Completed >
REMARKS : <Contract amended from L.E. 36,520>
CONTRCT.DT: <06/06/82>
SITEOVR.DT: <06/20/82>
WKSTART.DT: <06/20/82>
SCHDCOM.DT: <09/17/82>
ACTLCOM.DT: <05/31/83>
% COMPLETE: <100>

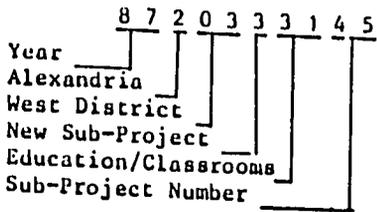
21

LE 11 Data Base Record (Key) Identifier Code

The "record (Key) identifier code" is a 10 character aggregation of 6 internal system codes. Each component code's name and length is drawn below, and the actual codes and names are listed in subsequent pages.



Example:



Year Code

<u>Project</u>	<u>Possible Year</u>
NUS	82
NUS	83
NUS	84
NUS	85
NUS	86
LD II	87
LD II	88
LD II	89
LD II	90
LD II	91

Note: When entering a record for a sub-project update, cancellation or addition, you must enter the 2 digits of the year.

Governorate Codes

Cairo	1
Alexandria	2
Giza	3
Qaliubia	4
Port Said	5
Suez	6

District Codes

<u>Cairo (1)</u>	00	<u>Alexandria (2)</u>	00
Helwan	01	Eastern	01
Heliopolis	02	Mid-Town	02
West	03	West	03
Abdeen	04	Amreya	04
Central	05	Montazah	05
Waily	06	Gomrok	06
East	07		
Zeitoun	08		
South	09		
Misr el Kadima	10		
North	11		
Shoubra	12		
<u>Giza (3)</u>	00	<u>Qaliubia (4)</u>	00
North	01	East	01
South	02	West	02
West	03		
Central	04		
<u>Port Said (5)</u>	00	<u>Suez (6)</u>	00
Port Fouad	01	Suez	01
El Arab	02	El Arbein	02
El Shark	03	Ataka	03
El Manakh	04	El Ganucin	04
El Dawahy	05		

25

Priority Code

NUS Project	0
Maintenance Facilities (LD II)	1
Renovation/Upgrading (LD II)	2
New Sub-Project (LD II)	3

Sector Codes

<u>Name</u>		<u>Code</u>
Infrastructure	- Paving	11
"	Bridges	12
"	Street Lighting	13
"	Potable Water	14
"	Sewer & Drainage	15
"	Solid Waste	16
"	Public W.C.'s	17
"	Miscellaneous	18
Food Distribution	- Government Outlets	21
"	Markets	22
"	Other Facilities	23
Education	Classrooms	31
"	Laboratories	32
"	W.C.'s	33
"	Miscellaneous	34
Public Health	- Clinics	41
"	Hospitals	42
"	Other Facilities	43
Social Affairs	- Youth Facilities	51
"	Social Services	52
"	Cultural Facilities	53
"	Other Facilities	54
"	Vocational Training Center	55
Vehicle Maintenance-	Garages Construction	61
"	Garages Upgrading	62
"	Garages Equipment	63
"	Clinics Construction	64
"	W.C.'s Construction	65
"	Sheds Construction	66

<u>Name</u>		<u>Code</u>
Vehicle Maintenance	- Fences Construction	67
"	Utility Connections	68
"	Site Paving	69
Road Maintenance	- Road Construction	71
"	Road Renovation	72
"	Sheds Construction	73
"	Fences Construction	74
"	W.C.'s Construction	75
"	Utility Connections	76
"	Site Paving	77
"	Equipment	78
Building Maintenance	- Building Construction	81
"	Renovation Upgrading	82
"	Fences Construction	83
"	Plumbing Equipment	84
"	Carpentry Equipment	85
"	Electrical Equipment	86
"	Means of Transportation	87

Sub-Project Number Code

X X

Code is a 2 character field.

It is in numerical ascending sequence and it is assigned by the Wilbur Smith Associates' Engineer.

Section 3
Maintenance Plan
Project Monitoring Forms

GOVERNORATE :
DISTRICT :

MAINTENANCE PROGRAM - MONITORING FORM

DATE :

S.P. NO.	S.P. TITLE	PUBLIC SERVICE SECTOR	UNITS OF MEASURE- MENTS	CURRENT ALLOCATION L.E.	TOTAL FUNGS SPENT LE	YEAR FACIT. PUT IN USE	LAST MAJOR MAINT. PERFORMED	STATUS	REMARKS WORK DESCRIPTION

51

Section 4

**Computer System
Input Screens and Coding Schema
(Maintenance Plan)**

SP.NO.:

ADDRESS: < >
TITLE : < >
KISM : < >
SOURCE : < > TYPE: < >

FINANCIAL

ESTIMATED COST : < >
INVESTMENT COST: < >
CONTRACT COST : < >
FUNDS SPENT : < >
FINAL COST : < >

ENGINEERING

CONTRACT DATE : < >
MAINTENANCE REQ.: < >
STATUS : < >

Enter Sub-Project Number 1

SP.NO.: 4011220183

ADDRESS: <Bahteem Neighborhood >
TITLE : <Bahteem Market Extension and Renovation >
KISM : <(Tany Kism) >
SOURCE : <NUS> TYPE: <Const>

FINANCIAL

ESTIMATED COST : < 24810>
INVESTMENT COST: < 60000>
CONTRACT COST : < 25000>
FUNDS SPENT : < 24810>
FINAL COST : < 24810>

ENGINEERING

CONTRACT DATE : <05/06/85>
MAINTENANCE REQ.: <yes>
STATUS : <Completed >

U-UPDATE

A-ADD

D-DELETE

PgUp

PgDn

S-SEARCH

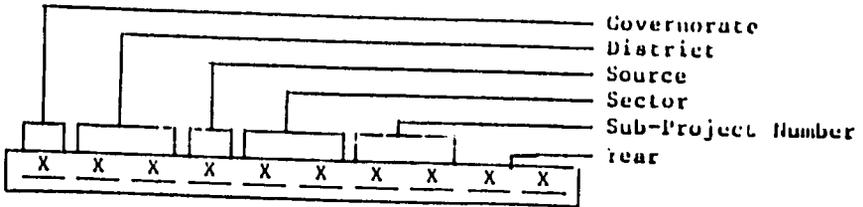
M-MENU

Maintenance Program Identifier Code

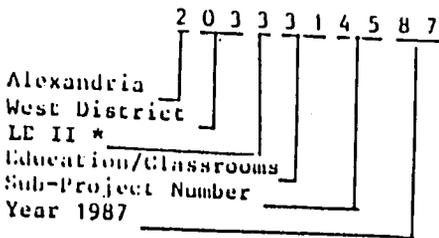
The "Maintenance Program Identifier Code" is a 10 character aggregation of 6 internal system codes. Each component code's name and length is drawn below, and the actual codes and names are listed in subsequent pages.

Position and Length in the Code

Code Name



Example:



Source Codes

The "Source" code identifies the funding origin of the sub-project. The codes and their meaning are listed below:

<u>Code</u>	<u>Source</u>
1	NUS
2	GOE/NUS
3	LD 11
4	GOE/LD 11

Section 5
Sample Output Reports

LOCAL DEVELOPMENT II
 MANAGEMENT/FINANCIAL PROFILE
 GOVERNORATE: ALEXANDRIA DISTRICT: GOVERNORATE
 60E FY 86/87

10/17/88

As of 09/30/88

SUB-PROJECT NUMBER	SUB-PROJECT TITLE ADDRESS	PUBLIC SERVICE SECTOR	DATE FUND DEPOSIT.	INITIAL ALLOC.	CURRENT ALLOC.	CONTRACT COST	FUNDS SPENT	DATE FORM 1 SIGNED	CALC. 2 FUNDS SPENT
E7-2-00-1-6101	Seacuba Site, construction of a new garage and workshop for east district.	VEHICLE MAINTENANCE	/ /	207000	207000	0	0	/ /	01
E7-2-00-1-6201	Moharam Eer, completion of new facilities initiated by NUS for West, Gomrok and Mid-Town districts.	VEHICLE MAINTENANCE	/ /	693500	693500	0	0	/ /	01
E7-2-00-1-6202	El Aareya site, completion of a new garage and workshop initiated by NUS.	VEHICLE MAINTENANCE	/ /	660200	660300	0	0	/ /	01
E7-2-00-1-6203	El Ras El Soda Site, completion of existing facility, Montazah.	VEHICLE MAINTENANCE	/ /	173000	173000	0	0	/ /	01
E7-2-00-2-1801	Up-Grading of the city fire fighting networks.	INFRASTRUCTURE/UTILITIES	/ /	200400	200400	0	200400	/ /	1001
### Total: ###				1934000	1934230	0	200400		

Number of Subprojects

5

TOTAL INITIAL ALLOCATION

1934000

TOTAL AVAILABLE FUNDS

1934000

Funds Unallocated

20270

GRAND TOTAL

1934230

197

FORM 14
NEIGHBORHOOD URBAN SERVICES
ENGINEERING PROFILE
GOVERNORATE: ALEXANDRIA DISTRICT: WEST
GDE FY 85/86

10/19/88

As of 09/30/88

SUB-PROJECT NUMBER	SUB-PROJECT TITLE AND ADDRESS	PUBLIC SERVICE SECTOR	TYPE	PRIM. UNITS	SEC. UNITS	NO. OF BENEF.	DATE CONTRACT SIGNED	DATE SITE GIVEN	DATE WRK STARTED	DATE SCHED. COMPL.	DATE ACTUAL COMPL.	PERCENT COMPLETE	STATUS & REMARKS
86-2-03-0-3101	Rashad Usman Pres. school. Const. of 8 clasras on a shed. wc.s and renovation	EDUCATION	CE	8 clasras	400 m2	800	01/17/87	01/24/87	01/24/87	09/24/87	08/15/88	100%	Completed :
86-2-03-0-3102	El Saiaa Pres. school. Addition of 3 clasras. a staircase & renovation	EDUCATION	CA	3 clasras	150 m2	300	01/10/87	01/17/87	01/17/87	05/17/87	07/15/87	100%	Completed : Complete as use.
86-2-03-0-3103	El Awar Loalca Pres. school, const. of 4 clasras on a shed & wc	EDUCATION	CE	4 clasras	200 m2	400	01/17/87	01/24/87	01/24/87	09/24/87	03/13/88	100%	Completed :
86-2-03-0-3104	Purchase of school desks. Distract wide	EDUCATION	E	1200 eqs	0	6000	02/14/87	/ /	/ /	06/14/87	06/14/87	100%	Completed :
86-2-03-0-4201	Gar Ismail Hospital. renovation & equipment	PUBLIC HEALTH	RE	40 eqs	0	20000	12/25/86	12/25/86	12/25/86	06/25/87	12/15/87	100%	Completed :
86-2-03-0-4202	Sumaria Hospital. Medical Equipment	PUBLIC HEALTH	E	25 eqs	0	210000	12/25/86	/ /	/ /	01/15/87	02/25/87	100%	Completed :
86-2-03-0-5101	Kabbary Youth Center, new building	SOCIAL AFFAIRS	CE	500 m2	0	1700	01/10/87	01/17/87	01/17/87	09/17/87	01/17/88	100%	Completed :
86-2-03-0-5102	El Chaur and Karameh Youth Centers completion of renovation and equipment	SOCIAL AFFAIRS	RE	700 eqs	0	1000	09/21/87	/ /	/ /	12/20/87	/ /	100%	Completed :

*** Total ***

251130

LOCAL DEVELOPMENT II
 MAINTENANCE PROGRAM
 GOVERNORATE: ALEXANDRIA DISTRICT: WEST
 FY 1987/1988

10/18/88

As of 04/30/88

FY SUB-PROJECT NUMBER	SUB-PROJECT TITLE ADDRESS	PUBLIC SERVICE SECTOR	PROJECT TYPE	INVEST. COST	GUARANTEE CONTRACT DATE	PAYMT. REQ.	INITIAL ALLOC.	CURRENT ALLOC.	COMT. COST	FUNDS SPENT	STATUS
88 0000000000	Karawa chest clinic	INFRASTRUCTURE/UTILITIES		0	1/1		20000	9267	0	9267	Completed
88 0000000000	Public lighting at Araxel El Mabeoudia Canal and Taqera ar sa	INFRASTRUCTURE/UTILITIES		0	1/1		20000	4995	0	4995	Completed
88 0000000000	Salah el Bin gran school	EDUCATION		0	1/1		15000	14519	0	14519	Completed
88 0000000000	Ma'aa El Tartawy	EDUCATION		0	1/1		0	19579	0	19579	Completed
88 0000000000	Koc El Soolafa chest hospital	PUBLIC HEALTH		0	1/1		30000	20954	0	20954	Completed
88 Subtotal 11				0			60000	79514	0	79514	
88 Total 11				0			60000	79514	0	79514	

INITIAL ALLOCATIONS: 80,000

TRANSFER TO MCF: 165

CURRENT ALLOCATIONS: 79,834

81

ANNEX 10 TO THE DISTRICT
FOOD PROJECT PROGRAM

CATEGORY	NUMBER OF SP's	TYPE	COST	BENEFICIARIES	UNITS
I CAIRO					
A. INFRASTRUCTURE					
1. Paving	15	CONST	1,767,970	500,016	500,016 sq mtrs
2. Bridges	1	CONST	40,000	10,000	40 lin mtrs
3. Street Lighting	10	CONST	680,000	157,750	75,100 lin mtrs
4. Potable Water	1	CONST	10,000	10,000	400 lin mtrs
5. Sewers and Drainage	0	CONST	375,000	124,500	3,761 lin mtrs
6. Solid Waste	3	EQUIP	605,000	21,100	175 pieces of equip
7. Public W.C.'s	2	CONST	40,000	25,000	16 w.c.'s
8. Traffic signs	9	MIXED	705,800	33,565	3,775 sq mtrs, 390 pieces of equip
Sub-Total	49		4,305,790	1,108,011	
B. FOOD SECURITY					
1. Markets	1	RENOV	20,000	120	500 sq mtrs
Sub-Total	1		20,000	120	
C. EDUCATION					
1. Classrooms	94	MIXED	0,027,282	40,781	782 classr., 1,340 equip
2. Laboratories	6	EQUIP	184,000	10,750	11 labs
3. H.C.'s	29	CONST	537,570	27,750	750 w.c.'s
4. Miscellaneous	30	CONST	1,015,702	52,534	25,000 sq mtrs
Sub-Total	159		9,764,554	130,418	
D. PUBLIC HEALTH					
1. Clinics	22	MIXED	1,358,000	764,000	1,570 pieces of equip, 4,500 sqr mt
2. Hospitals	24	MIXED	2,120,500	100,400	617 pieces of equip, 5,200 sqr mtrs
3. Other Facilities	5	MIXED	199,000	205,050	171 pieces of equip, 600 sqr mtrs
Sub-Total	51		3,677,500	1,477,450	
E. SOCIAL AFFAIRS					
1. Youth Facilities	30	CONST	1,169,550	41,250	0,000 sqr mtrs
2. Social Services	5	MIXED	204,000	175,400	700 pieces of equip, 350 sqr mtrs
3. Cultural Facilities	4	CONST	135,114	33,200	150 sqr mtrs
Sub-Total	39		1,508,664	297,850	
F. VEHICLE MAINTENANCE					
1. Garages Construction	3	MIXED	1,570,000	200	100 pieces of equip, 17,300 sqr mtr
2. Garages Upgrading	1	CONST	175,000	50	2,000 sqr mtrs
3. Garages Equipemnt	1	EQUIP	5,697,200	100	100 pieces of equip
Sub-Total	5		7,442,200	250	

G. ROAD MAINTENANCE

1. Sheds Construction	1	CONST	24,500	100	200 sqr mtrs
2. Equipment	19	EQUIP	2,031,500	210,250	67 pieces of equip
Sub-Total	20		2,056,000	210,350	

H. BUILDING MAINTNENCE

1. Building Construction	1	CONST	20,000	10,000	100 sqr mtrs
2. Plumer Equipment	8	MIXED	223,000	30,064	24 pieces of equip, 150 sqr mtrs
3. Carpentry Equipment	2	EQUIP	2,000	8	4 pieces of equip
4. Electricity Equipment	2	EQUIP	2,000	8	4 pieces of equip
5. Means of Transport	4	EQUIP	28,000	83	45 pieces of equip
Sub-Total	17		275,000	40,163	

TOTAL CAIRO	344		29,070,250	3,192,117	
-------------	-----	--	------------	-----------	--

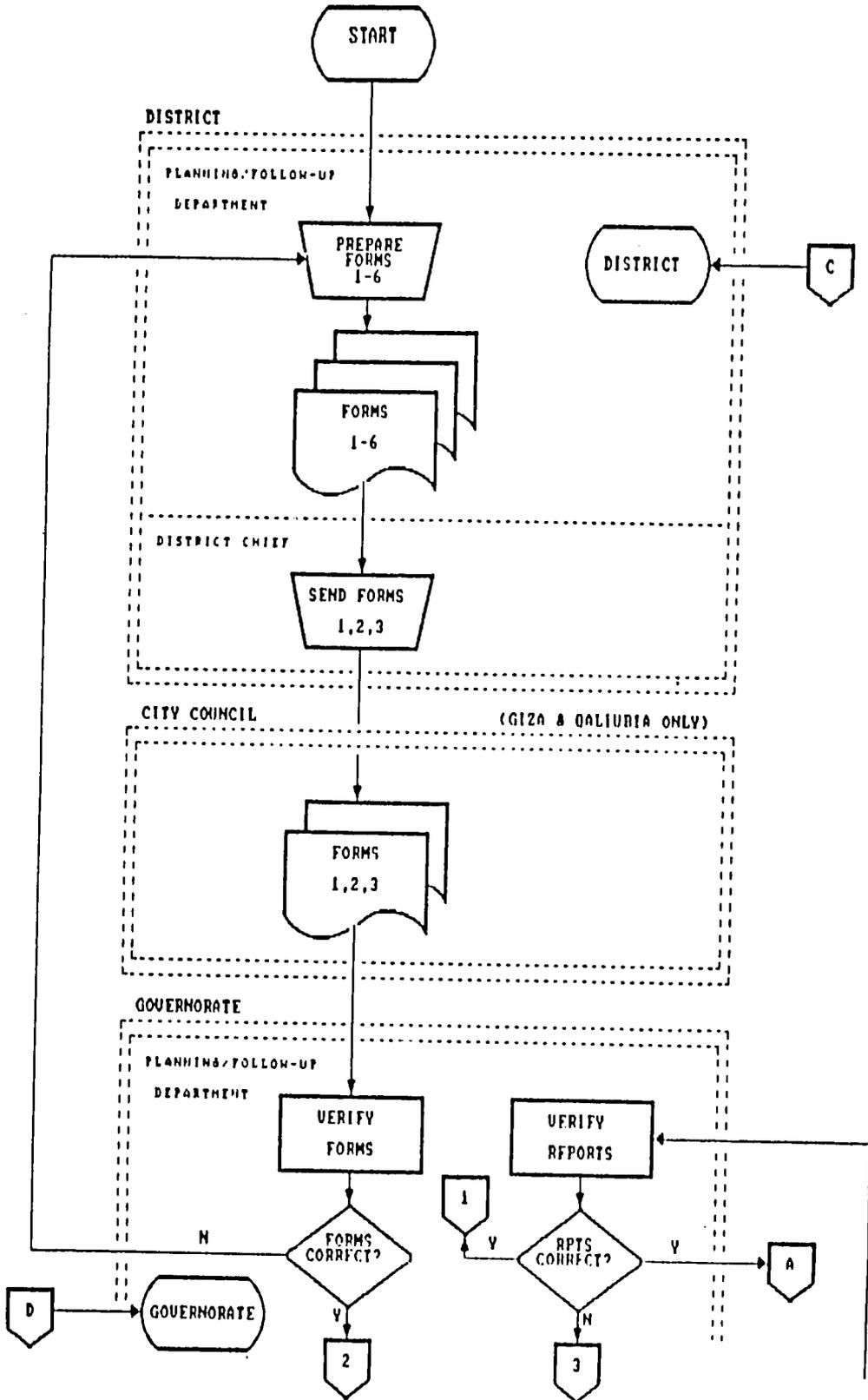
225.

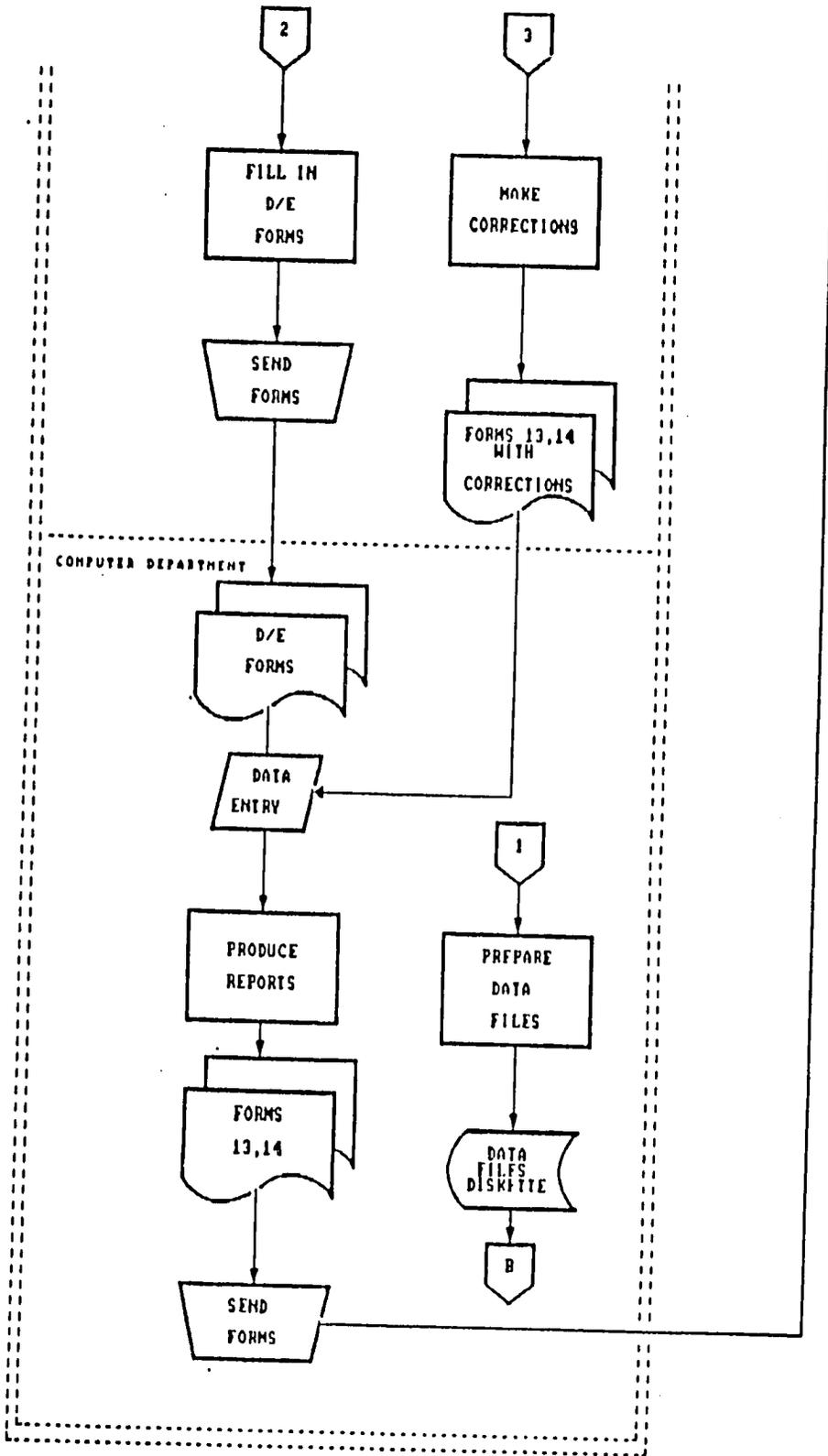
Section 6
Data Entry Forms

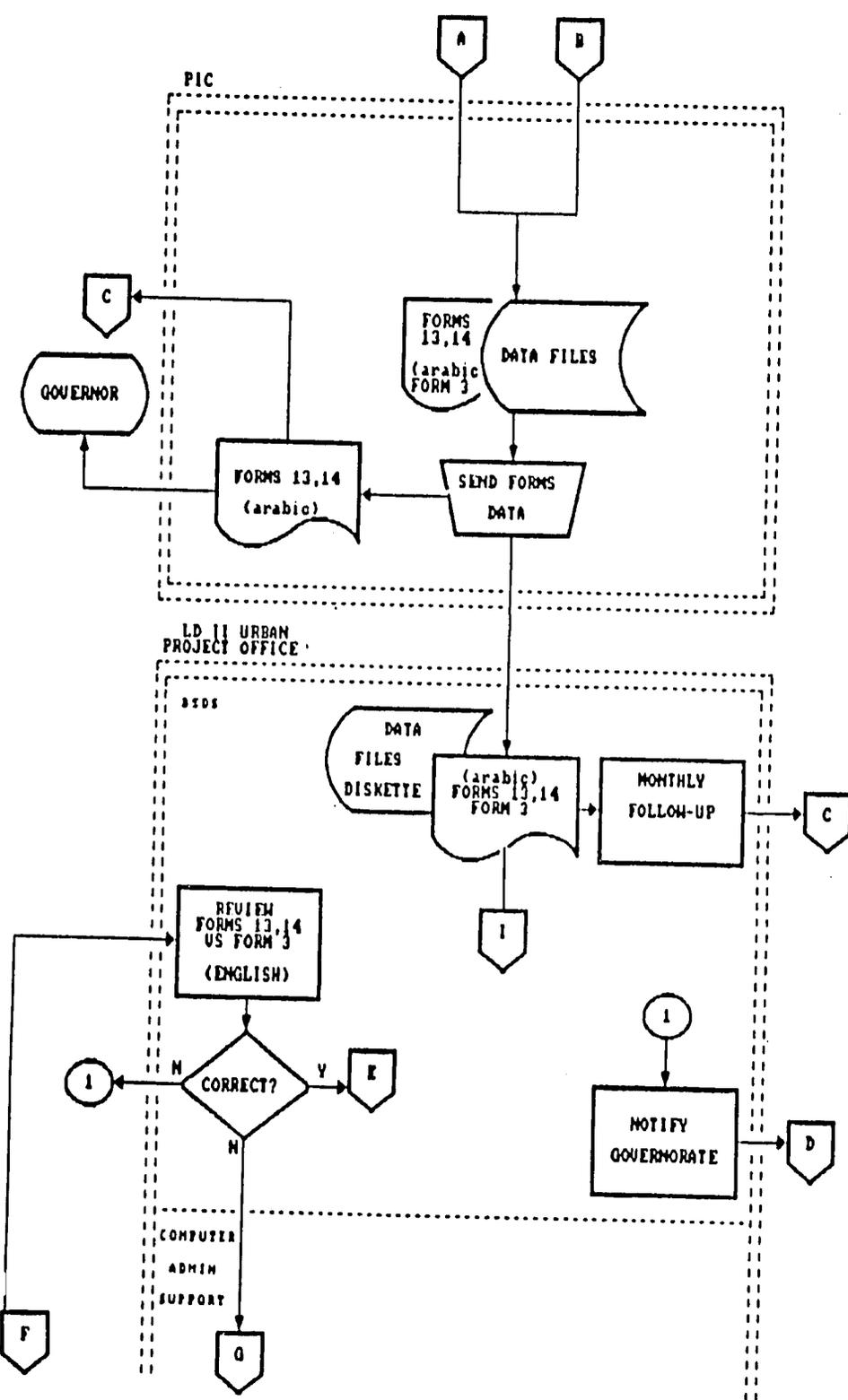
Form A is used to establish a NEW project in the database. Data Entry on a monthly basis is accomplished by using the previous month Form 13 and 14 and annotating them with updates for the current month. Form C, Total Funding and Form D, Funds Transfer data entry forms are being designed.

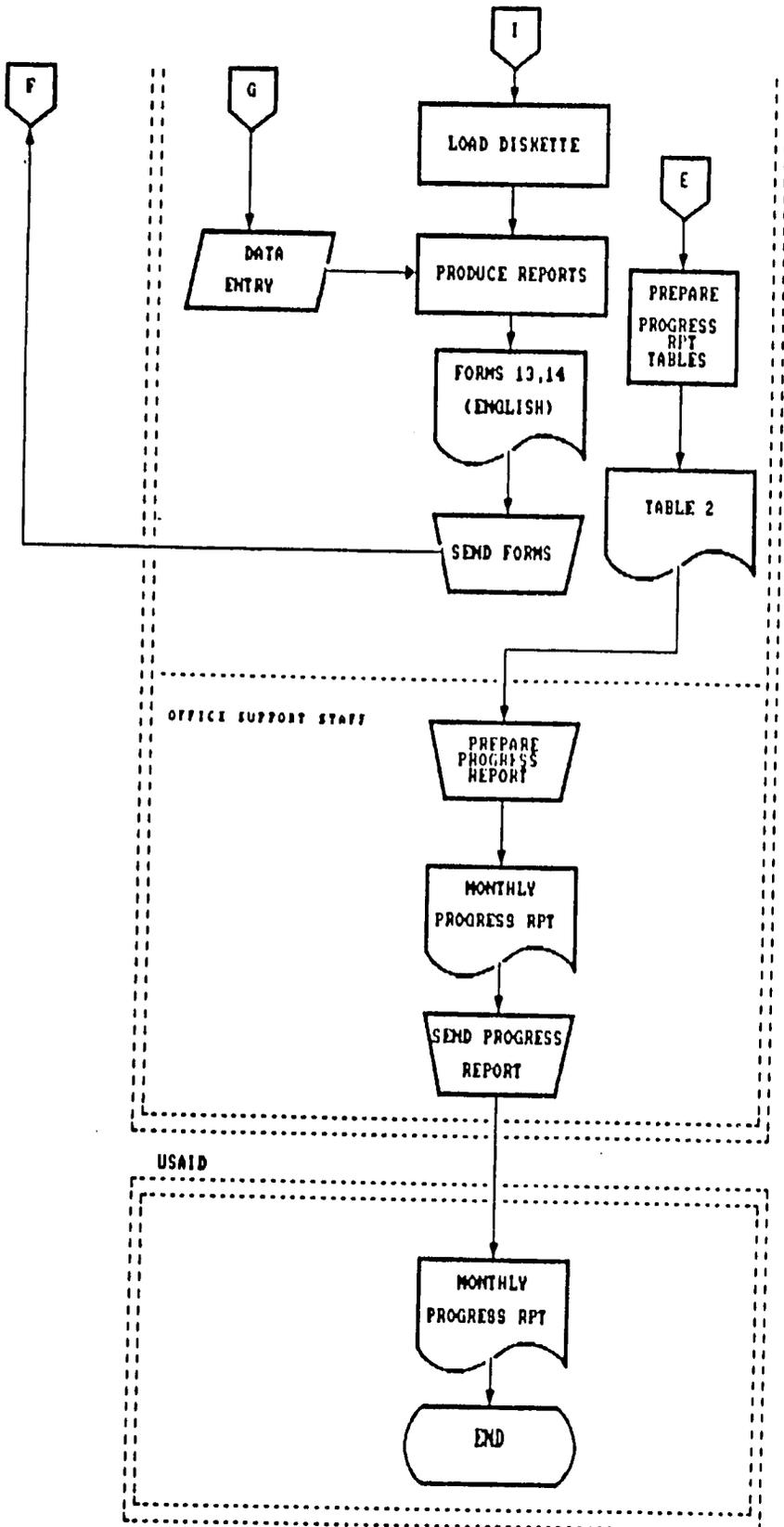
Section 7

Process Flowchart









Section 8

Summary Information Cycle Timetable

LOCAL DEVELOPMENT II (URBAN)

DEADLINES FOR THE INFORMATION CYCLE

• FIRST AND SECOND WORKING DAY OF THE MONTH

The District Planning and Followup Departments complete

- . Forms 1 through 6 to establish a new project;
- . Forms 1,2 and 4 if there is an allocation for a new project; or
- . Form 3 for monthly followup of a project

At the end the second day, these forms should be delivered to the Planning and Followup Department at the Governorate.

• THIRD AND FOURTH WORKING DAY OF THE MONTH

The Governorate Planning and Followup Department revises the Forms.

• FIFTH AND SIXTH WORKING DAY OF THE MONTH

The Governorate Planning and Followup Department fills out Data Entry Form A using Forms 1 through 6 [as applicable] for a new project. For monthly project followup the [prior month] computer output report Form 13 and 14 are annotated with the updated information.

• SEVENTH, EIGHTH AND NINTH WORKING DAY OF THE MONTH

The MIS staff receive the annotated Form 13 and 14 and/or Data Entry Form A from the Planning and Followup Department and enter data into the computer Project Tracking System. After data entry, the reports are printed and sent to Planning and Followup for review.

• TENTH WORKING DAY OF THE MONTH

The Planning and Followup Department reviews and revises the reports. Corrections are sent to the MIS staff.

• ELEVENTH WORKING DAY OF THE MONTH

The MIS staff update the information and send it to Planning and Followup.

• TWELFTH WORKING DAY OF THE MONTH

The Planning and Followup Department sends a copy of the output reports and a data diskette to the Project Implementation Coordinator who in turn delivers them to the Project Office.

ATTACHMENT B

CAIRO GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Baseem Sabra	PIC
G. D. Henderson, Jr.	MIS TA Team Leader
Mostafa Ragab	MIS TA Team
Laurice Demian	BSDS TA Team
Magdi Amin	BSDS TA Team
Metwali Sherif	BSDS TA Team

Planning and Followup Department

Kamel Ayssa	Gen. Dir. Planning/Followup and Information Department
Mahmoud Abu El Ela	Dir. Planning Dept.
Mona Mohamed Mahmoud	Researcher
Abdel Hai Hamed Mohamed	Researcher
Esha Ibrahim Khalil	Researcher
Iman Abdel Hameed	Researcher
Mohamed Abdel Gawad	Researcher
Nadi Shahab	Researcher

Computer Department

Abdel Gemal	Director
Amani Farouk	Asst. Director
Kamal Shafeek	
Hamdi Sayed Hassen	
Iman Ramadan	
Kareman Ali Hassen	
Mohamed Abdel Sitar	
Mervat Mohamed Hussein	
Afaf Aziz	

Nasr City District

Afaf Eid Mohamed	Dir. Planning/Followup
Lyda Hana	Projects Manager
Zeinat El Bagoury	Financial Spec.

Helwan District

Nadia Sherif	Dir. Planning/Followup
Ibtsam Saad El Din	
Sanaa Abdel Rahman	

Maadi District

Hanaa Al Ibiary	Dir. Planning/Followup
Ahmed El Sayed	
Refaat Kaldese	

CAIRO GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

(continued)

Central District

Wadea Ibrahim
Ahmed Mahmoud
El Sayed Shaban

Dir. Planning/Followup

South District

Scrag El Din Mohamed
Telal Mahrous Ahmed
Fatma El Zahraa

Abdeen District

Emad Mahrous
Beha Badwi
Wafaa Mohamed Ibrahim

West District

Mona Saad Zaghoul
Saieda Mohamed Kamel
Adel Fouad Abass

Zeitoun District

Shawki Malek Abdallah
Hassen Masoud
Hassen Saad Hassen El Faham

Dir. Planning/Followup

Heliopolis District

Shadia Kurlos

Waily District

El Hamy Abdel Shafy

East District

Naema Ahmed Hussein

Misr Al Kadima District

Thuria Mahmoud Mostafa

North District

Karima Ali Mohamed
El Sayed Omar Mohamed

CAIRO GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

(continued)

Shoubra District

Zaki Kamel Zaki
Awatef Abdallah

Dir. Planning/Followup

Shorabia & Zawia District

Mounir Abdel Al Sayed

El Salam District

Not Represented

SS

ALEXANDRIA GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Mounir Mokhtar
G. D. Henderson, Jr.
Mostafa Ragab
Laurice Damien

PIC
MIS TA Team Leader
MIS TA Team
BSDS TA Team

Planning and Followup Department

Saad El Debah
Hamdy Diab Moussa
Magda El Sharnabi
George Fares
Osama Taha
Faizeh El Hawary
Magdy Mechail

Gen. Director
Director of Planning
Director of Followup
Researcher
Researcher
Researcher
Followup & Insp. Off.

Computer Department

Ali Gouda
Mohamed Abdel Sitar El Bishtly
Mohamed Eid Abdel Fatah
Mohamed Essam Ali Al Wahed
Sabry Farag
Ahmed El Sayed Soubeh
Mariam Rekaby Saleh
Sabah Mohamed Kotb
Magda Abdel Hamid Abdel Razek

Director

Gomrek District

Youssry Mohamed Sadek
Hana Loka
Meelad Ibrahim
Nagaht El Sayed Salem
Azza Mohamed El Shami
Afaf Moussa Mohamed

Asst. Dir. Accounting
Projects Engineer
Financial Manager
Projects Engineer
Projects Engineer
Dir. Planning and Followup

Mid-town District

Mahmoud Ali Al Kashouty
Ahmed Mohamed Sheta
Saad El Din El Hamamsi
Anwar Soubhi Kotb

Asst. Dir. Plan/Followup
Chief Engineer
Projects Director
Asst. Dir. Finance

East District

Fawzia Mohamed Ali El Badry
Mahmoud Gamal Al Din

Mgr. Electrical Sect.

ALEXANDRIA GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

(continued)

Amreya District

Nevert Anees Awad
Hassen El Sayed
Sedki Mohamed El Sayed

Projects Engineer
Dir. Planning/Followup
LD II Coordinator

Montazah District

Mohamed Hussein Mohamed
Sabah El Sayed

Dir. Planning/Followup
Projects Engineer

West District

Albert Shafeek Hanna

Projects Engineer

GIZA GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Saad Kamel	PIC
G. D. Henderson, Jr.	MIS TA Team Leader
Maha El Gemie	MIS TA Team
Mostafa Ragab	MIS TA Team
Magdi Amin	BSDS TA Team

Planning and Followup Department

Zaki Taha	Director
Ms. Ragaa	Director of Followup
Two Staff Members	

Computer Department

Karem Girgis Iskander	Director
Amal Ali Ahmed	
Mahmoud Gamal Al Din	
Abdel Fattah Aly Shehatta	
Mary kamel Al Ali	
Iman Adib Daoud	
Mervat Fouad Latif	
Salwa Mohammed Abu Raya	
Haridy Hussein Haridy	

South District

Yassein Mohammed	Gen. Secretary
Said Moussa	Planning/Followup
Mr. Yousry	Projects Director

Central District

Abdallah Afifi	Planning/Followup
Nazek Mahmoud	Financial Controller

North District

Hamida Moheiciddin	Planning/Followup
Mr. Ibrahim	Projects Director
Haniya Shawki	Financial Controller

West District

Atef Ibrahim Imam	Gen. Secretary
Tawfik Khamis	Planning/Followup

GIZA GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

(continued)

(name not recorded)

Followup Engineer

Guests

Ms. Sanaa
Wafaa Samoneh

Ministry of Planning
USAID

SUEZ GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Hosni Dessouki
G. D. Henderson, Jr.
Mostafa Ragab
Ezz Al Din

PIC
MIS TA Team Leader
MIS TA Team
BSDS TA Team

Planning and Followup Department

Alia Rafaat
Amin Ahmed Ibrahim
Ivan Bolese Mahrouse
Abdel Sitar Abdel Azem
Abdullah Abdel Wahab
Ahlan Hanafi
Inan Moursey El Sayed
Iman Moustafa
Fater Taha Ahmed

Gen. Dir. Planning/Followup
Dir. Planning
Dir. Followup
Projects Engineer
Researcher
Researcher
Researcher
Researcher
Researcher

Computer Department

Mohamed Ahmed Hussein
Farida Abdel Khalek Mohamed
Iman Mohamed Hassen
Suzan Fouad Wahba
Iman Moustafa Mohamed
Sayed Mohamed Abdel Rahman
Gamal El Din Ali Fakhri
Hanaa Ibrahim Shahat
Aida Ali Mohamed

Director

Governorate

Sami El Sheikh
Abdel Sitar Abdel Azem

Researcher
Researcher

Al Arbeen District

Soumiya Mazen Hemida
Madlen Sami Iskander
Amal Moustafa Moheb
Afaf Mohamed Ashri

Dir. Planning/Followup
Dir. Finance
Asst. Dir. Finance
Researcher

Suez District

Fawzia Abdel Malek
Ahmed Ahmed Abdel Karim

Dir. Finance
Dir. Engineering

SUEZ GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

(continued)

El Ganaien District

Mohamed Zaki Khalil

Dir. Planning/Followup

Attaka District

Amin El Rawi
Abdel Baki

Gen. Secretary
Projects Engineer

PORT SAID GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Yahya Khalil
G. D. Henderson, Jr.
Mostafa Ragab
Laurice Demian

PIC
MIS TA Team Leader
MIS TA Team
BSDS TA Team

Planning and Followup Department

Mostafa Kamel Mosaad
Fathi Ahmed
Yousef Mahmoud Awad
Fathia Ahmed Hassen
Omima El Sayed Awad
Hatem Hassen Abdel Megid

Gen. Director Planning/Followup
Researcher
Researcher
Researcher
Researcher
Researcher

Computer Department

Ali Mostafa Al Washahi
Ahmed Ibrahim Al Gaedi
Mohamed Mohamed Moursey
Samia Mohamed Abdel Gelal
Zakria Nabih Mohamed
Adel Mohamed Younes
Yuesny Ahmed Mohamed
Omima El Sayed Awad
Imam Hassen El Kekly

Director

El Dawahi District

Edward Farid Sharkawi
Ahmed Osmar
Mohamed Al Razeky

Chief Engineer
Dir. Planning

El Arab District

Samira Shawaly
Hanaa Khela Gergis

Dir. Planning/Followup

East District

Samira Khella
Hassen Abdel Fatch

Dir. Planning

El Manakh District

Souad Hassen

Finance Dept.

PORT SAID GOVERNORATE

Project Tracking System Installation

PARTICIPANTS
(continued)

Port Fouad District

Nariman Abdel Rahman

Dir. Planning/Followup

QALIUBIA GOVERNORATE

Project Tracking System Installation

PARTICIPANTS

Technical Assistance Contractor

Mahmoud Ismail	PIC
G. D. Henderson, Jr.	MIS TA Team Leader
Mostafa Ragab	MIS TA Team
Maha El Gemie	MIS TA Team
Ezz El Din	BSDS TA Team

Planning and Followup Department

Sayed El Bagoury	Dir. Planning and Followup Dept.
Mohamed El Adl Hamed	Asst. Dir. Planning and Followup Dept.
Samir El Sayed	Officer
Sami Anwar	Officer

Computer Department

Alam Ali Alam	Director
Esam Mahmoud Sami	
Ahmed Atia El Akad	
Mohamed Anwar El Magdy	
Abdallah Emam Mohamed	
Mata Amer	
Maher Youssef Ali	
Samir Aiad Ramadan	

West District

Fayez Abdel Maksoud	Dir. Planning Dept.
Abdel Aziz	Accountant

East District

Mohamed Abdel Rahman Abdel	Dir. Planning Dept.
Khader	
Hamed	Accountant

Shoubra AL Khaima District

Mohamed Darwish	Central Followup
Murad Farouk	Central Followup