INL DevResults Roles and Responsibilities

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INL DevResults is an online database specifically designed for monitoring the performance of foreign assistance projects. It provides a common operating picture from which INL Project Managers and Partners should monitor project performance, identify what is going as planned and what is not, and revise implementation plans accordingly. The specifics of who should do what are summarized below, with links to detailed instructions about how to perform each task.

DevResults Rollout Team:

- **Create projects and indicators, including targets and other information, in DevResults** according to project obligating documents (Statements of Work, Interagency Agreements, Letters of Agreement) and monitoring plans referenced therein or provided as deliverables after the project begins
- **Add users to DevResults** in response to information provided by INL Project Managers in the User Intake Form
- **Provide training on DevResults** in the form of user guides, group training, and individual consultations
- **Consult on project indicators** in response to requests from INL Project Managers to ensure that indicators focus on useful information and include required reporting
- **Update project indicators, targets, and other information** in response to requests by INL Project Managers
- **Provide feedback to INL Project Managers and INL Leadership** on usage of the system and implications for project management

INL Project Managers:

- **Review instructional materials and attend training sessions** hosted by the DevResults Rollout Team to ensure effective use of the platform
- **Initial Project Set-up:**
    - **Provide project obligating documents, associated monitoring plans, and quarterly reports** to the DevResults Project Manager (PM), including new projects created after the initial enrollment stage
    - **Collect new user information** for INL staff and partners who will be using DevResults, and **request to add users using this form**
    - **Review and update project information in DevResults as needed,** especially the period of performance, budget, program-specific tags, project documents, and checklist
    - **Ensure Partners understand reporting deadlines,** and follow up to ensure deadlines are met (submissions are usually due 30 days after the end of the reporting period)

- **Each quarter, for each project in your portfolio:**
  - **Review and approve indicator data and narratives** submitted by Partners, ensuring in particular that all indicators have data and that data make sense (see instructions here)
  - **Review and approve updates to the Project Checklist** as milestones are met and deliverables completed
  - **Ensure the Partner submits a signed version of the computer-generated performance report**
  - **Review indicator targets** set by the Partner and revise if necessary
  - **Provide feedback to Partners on project performance**, focusing on key unmet targets and developing programmatic adjustments
- **During the Period of Performance, as needed:**
  - **Contact DevResults PMs to revise indicators, targets, and other information** to better focus on information useful for project management purposes or required for mandatory reporting using the Indicator Information Report process (see instructions here)
  - **Review project user list** to ensure all users (INL staff and partners) are appropriate

Partners:

- **Set up Okta accounts in response to email invitation and keep the account active by logging in and updating the password every 60 days**
- **Review instructional materials and attend training sessions** hosted by the DevResults Rollout Team to ensure effective use of the platform
- **Initial Project Set-up:**
  - **Set indicator targets** in consultation with the INL Project Manager (see instructions here)
  - **Provide feedback** on project information and indicators
- **Each quarter:**
  - **Collect and report** data for all indicators, respond to the narrative questions, and update the project checklist (see instructions here)
  - **Submit the information in DevResults** in accordance with submission deadlines (see instructions here)
  - **Request the computer-generated Performance Report,** fill in appropriate fields, and submit it to the INL Project Manager, along with any other performance related documents (see instructions here)
  - **Revise indicator targets as needed**, in consultation with the INL Project Manager
- **During the Period of Performance, as needed:**
  - **Request changes to the indicators** if indicators are not useful, not reportable, or not set up appropriately. Discuss suggested changes with the INL Project Manager and revise the Indicator Information Report to reflect desired changes (see instructions here)