

INL DevResults User Guide: Checklists (INL Users)

When to Use a Checklist?

Create checklist items when there is a milestone that can be checked off in a "to-do" list fashion. The checklist item should be a simple yes/no indicator that will be complete within a certain time frame. It should also only be reported as "completed" once during the lifespan of the project.

Do not create a checklist item for indicators that require periodic, numeric reporting (rather than a one-time "yes" when complete). If a milestone needs multiple disaggregations (e.g. by sex and location), has specific targets, or occurs regularly, then it should remain an indicator and *not* be added to the checklist.



Checklists, like regular indicators, are attached to a project and are included along with any comments in the automated performance report.

1. Navigate to Projects

To begin, navigate to the left top of the homepage and hover over the **Program Info** tab to select **Projects**.

The screenshot displays the homepage of the U.S. Department of State INL Monitoring Database. The top navigation bar includes the U.S. Department of State logo, the text "U.S. Department of State INL Monitoring Database", a "Quick search..." input field, a "Help" button, and an "AR" button. Below the navigation bar, the "Program Info" tab is selected, and the "Projects" sub-tab is highlighted with a red box and a red arrow. The "Data" tab is also visible. The main content area is divided into two sections: "Activity Map" on the left and "Welcome to DevResults" on the right. The "Activity Map" section shows a world map with a red location marker. The "Welcome to DevResults" section contains a welcome message, a link to the Knowledge Base, and a link to the Teach Yourself DevResults course. A red arrow points to the "Projects" sub-tab in the navigation menu. An inset image shows a close-up of the search bar and the "Help" button, with an orange arrow pointing to the "Search knowledge base..." input field.

U.S. Department of State
INL Monitoring Database

Quick search... Q ? Help AR

Data Program Info Tools marks

Projects

Data Definitions

- Indicators
- Data Tables
- Results Framework
- Disaggregations
- Narrative Questions

Time

- Reporting Periods
- Reporting Cycles

Geography

- Locations
- Administrative Divisions
- Map Overlays
- Merge Duplicate Locations

Activity Map

Welcome to DevResults

Welcome to your DevResults site!

If you're new to DevResults, please head over to our [Knowledge Base](#) to get started.

Looking for specific instructions? We have videos and step-by-step explanations as part of our [Teach Yourself DevResults course](#).

Quick search... Q ? Help

Search knowledge base...

2. Find a Project

Next, find the project for which you want to view, edit, or create checklists. If you know the project name, type it in the search bar indicated below to filter the project list. Alternatively, you can use the filter menu on the left side of the screen to filter projects by Office/Section and choose the appropriate project.

The screenshot shows the DevResults interface for the 'Program Info' section, specifically the 'Projects' page. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. Below this, a breadcrumb trail reads 'Home > Program Info > Projects'. On the left, a sidebar shows '147 of 147 projects shown' and a list of filter categories: Mechanism, Framework, INL Bureau-wide Tag, Program-specific Tag, Staff, Primary Implementing Partner Organization, and Office|Section. The 'Office|Section' filter is highlighted with a red box. The main content area features a search bar labeled 'Search projects' with a magnifying glass icon, also highlighted with a red box. Below the search bar are buttons for 'Bookmark', 'Assign indicators', 'Assign program-specific tags', 'Assign INL bureau-wide tags', 'Assign reporting periods by dates', 'Assign users', 'Change status', and 'Delete'. A table of projects is displayed with columns for Name, Ref #, Start Date, and Status. Two blue callout boxes provide instructions: one points to the search bar with the text 'Type all or part of the project name in the search bar to filter the list.', and the other points to the 'Office|Section' filter with the text 'To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.'

Data Program Info Tools Administration Bookmarks

Home > Program Info > Projects

147 of 147 projects shown

Search projects

0 projects

Bookmark Assign indicators Assign program-specific tags Assign INL bureau-wide tags Assign reporting periods by dates Assign users Change status Delete

Type all or part of the project name in the search bar to filter the list.

Office|Section

To see only projects for a particular Office/Section, filter the project list by checking the box to the left of the Office/Section desired.

Name	Ref #	Start Date	Status
		1 Jan 2022	Forthcoming
		10 Sep 2020	Forthcoming
		12 Apr 2018	Active
		1 Nov 2021	Active
		1 Jan 2015	Active
		1 May 2020	Forthcoming
		1 Jan 2022	Forthcoming
		1 Oct 2022	Forthcoming
		10 Jul 2020	Active
		2 Jan 2022	Forthcoming
		15 May 2022	Active
		18 Feb 2021	Active
		29 Nov 2021	Forthcoming
		19 Aug 2020	Active
			Forthcoming

DevResults

New Project

3. Select a Project

Next, click to open the project for which you want to want to view, edit, or create checklists. To do this, click on the project name, as shown below. This will open the project page.

The screenshot displays the 'Program Info' section of the DevResults application, specifically the 'Projects' tab. On the left, a sidebar lists various filters: Geography, Status (Active, Closed, Closed - Monitoring ongoing, Forthcoming), Mechanism, Framework, INL Bureau-wide Tag, Program-specific Tag, Staff, Primary Implementing Partner Organization, and Office | Section. The main content area shows a search bar with 'demo k9' and a list of actions: Bookmark, Assign Indicators, Assign program-specific tags, Assign INL bureau-wide tags, Assign reporting periods by dates, Assign users, Change status, and Delete. Below these actions is a table with one project listed: 'DEMO Project: K9 Units'. A red box highlights the project name, and a red arrow points to it from the right. The table has columns for Ref #, Start Date, and Status. The project's Ref # is 'DEMO_K9_Project', Start Date is '1 Jan 2017', and Status is 'Closed'. The bottom of the page features the DevResults logo and a 'New Project' button.

Ref #	Start Date	Status
DEMO_K9_Project	1 Jan 2017	Closed

4. Click the Checklist Tab

To add a checklist item, click the **Checklists** tab from the blue tab options underneath the project title, as shown below.

The screenshot shows the U.S. Department of State INL Monitoring Database interface. The top navigation bar includes 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The breadcrumb trail is 'Home > Program Info > Projects > DEMO Project: K9 Units'. The main title is 'DEMO Project: K9 Units' with the identifier 'INL/KM'. Below the title is a row of blue tabs: 'Overview', 'Performance', 'Budget', 'Geography', 'Checklists', 'For', 'Calendar', 'Photos', and 'Discussion'. The 'Checklists' tab is highlighted with a red box, and a red arrow points to it from the right. The interface is divided into two main sections: 'Reference' and 'Details' on the left, and 'Description' on the right.

Reference

Name: DEMO Project: K9 Units

Short Name: Demo - K9 Units

Reference #: DEMO_K9_Project

Code: KM.DDL.02

Details

Status: Closed

Mechanism: Grant

Dates: 1 Jan 2017 - 31 Dec 2024

Description

Project Summary

In countries with the political will to increase invest highly effective, relatively inexpensive means to inc Developing this capacity in most instances seeks to

- Detecting contraband
- Deterring illegal transit of illicit goods
- Identifying investigative leads and evidence of crim
- Contributing to public safety/ disaster response / i

Goals

1. The partner government sustains a humane goods and crime scene evidence.
 - Sustains means the partner governr functioning beyond INL's assistance. veterinary care meet the standards li Procedures and NIST. Impartially dep where, and with whom canines depl canine signal is the trained response substance.

5. Create a Checklist

To create a checklist, click the blue “**Add Checklist**” button in the top right corner of the Checklist tab. A box will pop up with “Empty checklist” pre-selected as the “Template” option. Leave the selection as-is and enter a name for the checklist. Usually, it will be something like “Milestones – *Project Name*,” however you can adjust as necessary depending on the items included.

Once you have entered a name, click the green “**Add checklist**” button.

The screenshot displays the 'INL Monitoring Database' interface. The main header includes the U.S. Department of State logo, a search bar, and a 'Help' button. The navigation bar shows 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The breadcrumb trail indicates the current location: 'Home > Program Info > Projects > DEMO Project: K9 Units'. The main content area is titled 'DEMO Project: K9 Units' with a sub-header 'INL/KM'. Below this are tabs for 'Overview', 'Performance', 'Budget', and 'Geography'. The 'Checklists' tab is active, showing a 'New Checklist' modal. The modal has a 'Template' dropdown set to 'Empty checklist' and a 'Name' text input field. At the bottom of the modal are 'Cancel' and 'Add checklist' buttons. A red box highlights the modal, and a red arrow points from the 'Add Checklist' button in the top right corner of the 'Checklists' tab to the 'Add checklist' button in the modal.

6. Enter checklist items and dates, and assign users

To enter checklist information, simply click in the box below each relevant column header. Ensure you click out of the box once you are finished typing in order to auto-save. Fill in the following sections accordingly:

Checklist Item Column: Describe the milestone with enough detail so that any user assigned to the project can understand its intent.

Comment: This can be used to describe progress toward the milestone over time, or enter any contextual details.

Due: Enter the date that the milestone should occur by.

Assigned to: Enter the user that will be responsible for reporting progress on the milestone within DevResults.

[Home](#) > [Program Info](#) > [Projects](#) > **DEMO Project: K9 Units**

DEMO Project: K9 Units

INL/KM

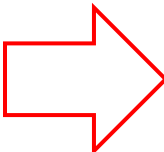
[Overview](#) [Performance](#) [Budget](#) [Geography](#) [Checklists](#) [Forms](#) [Documents](#) [Calendar](#) [Photos](#) [Discussion](#)

Milestones

	Done	Checklist Item	Comment	Due	Assigned To
	✓	▣▣▣▣ The partner government establishes a rigorous certification process the meets or exceeds Natio...	Objective 3: The partner government takes cani...	30 Jun 2023	Amanda Leigh Pinkston
	✓	▣▣▣▣ Partner country data collection and analysis procedures meet INL/KM data quality standards	Objective 13: The partner government collects ...	30 Sep 2024	Amanda Leigh Pinkston
		Click to add...			

7. Report within a Checklist

Each quarter, the assignee for the relevant checklist item should ensure information is up to date. When an item is completed, click the gray checkmark. It will become orange (see below). Enter any relevant context in the comment column, and ensure you click out of the box to save. You can add additional checklist items at any time by selecting the blank box at the bottom that says “Click to add”



Done	Checklist Item	
✓	The partner government establishes a rigorous certification process the meets or exceeds Natio...	(
✓	Partner country data collection and analysis procedures meet INL/KM data quality standards	(
	Click to add...	

Users should provide updates in the "Comments" column, if relevant, for quarterly reporting, even if the milestone is not yet 'done.'

Done	Checklist Item	Comment	Due	Assi
✓	The partner government establishes a rigorous certification process the meets or exceeds Natio...	The partner government took canines to licens...	30 Jun 2023	Ama
✓	Partner country data collection and analysis procedures meet INL/KM data quality standards	The partner government has started collecting incomplete data on the K9 program's effectiveness, but has yet to fully report and utilize it. Expected completion for June 2023.		
	Click to add...			

The results will be automatically pulled into the relevant performance report.