

INL DevResults User Guide: Checklists (Partner 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 Project

Find the project for which you want to view, edit, or create checklists by looking under the blue “Your Projects” banner. Click the “Overview” button under the project name in order to view additional project details.

 U.S. Department of State
INL Monitoring Database

 Help

Partner Dashboard

+ Add a dashboard

DEMO Project: K9 Units

Overview

Open Reporting Periods:

Q 2022 Oct-Dec

Overview

Open Reporting Periods:


FY 2022 Apr - 2022 Sep

FY 2022 Annual

CY 2022 Jul - Dec












CY 2022 Annual

Your Organization



Project Reporting

☒ Only show current & upcoming reporting periods

Project Code	Project Name	Reporting Period	Period Start Date	Period End Date	Submission Start Date	Submission End Date	Status	Locked?
KM.DDL.02	DEMO Project: K9 Units	Q 2022 Jul-Sep	1 Jul 2022	30 Sep 2022	1 Oct 2022	31 Jan 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2022 Oct-Dec	1 Oct 2022	31 Dec 2022	1 Jan 2023	31 Mar 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jan-Mar	1 Jan 2023	31 Mar 2023	1 Apr 2023	30 Jun 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Apr-Jun	1 Apr 2023	30 Jun 2023	1 Jul 2023	30 Sep 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Jul-Sep	1 Jul 2023	30 Sep 2023	1 Oct 2023	31 Dec 2023	In Progress	
KM.DDL.02	DEMO Project: K9 Units	Q 2023 Oct-Dec	1 Oct 2023	31 Dec 2023	1 Jan 2024	31 Mar 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Jan-Mar	1 Jan 2024	31 Mar 2024	1 Apr 2024	30 Jun 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Apr-Jun	1 Apr 2024	30 Jun 2024	1 Jul 2024	30 Sep 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Jul-Sep	1 Jul 2024	30 Sep 2024	1 Oct 2024	31 Dec 2024	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2024 Oct-Dec	1 Oct 2024	31 Dec 2024	1 Jan 2025	31 Mar 2025	No Data	
KM.DDL.02	DEMO Project: K9 Units	Q 2025 Jan-Mar	1 Jan 2025	31 Mar 2025	1 Apr 2025	30 Jun 2025	No Data	

2. 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'.

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.

3. 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. At the top, there's a header with the U.S. Department of State logo and the text 'U.S. Department of State INL Monitoring Database'. Below this is a navigation bar with tabs: 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. The 'Program Info' tab is active, showing a breadcrumb trail: '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 several tabs: 'Overview', 'Performance', 'Budget', 'Geography', and 'Checklists'. The 'Checklists' tab is selected. A modal window titled 'New Checklist' is open, featuring a 'Template' dropdown menu set to 'Empty checklist' and a 'Name' text input field. At the bottom of the modal are 'Cancel' and 'Add checklist' buttons. In the top right corner of the 'Checklists' tab, there is a blue 'Add Checklist' button. A red arrow points from this button to the 'New Checklist' modal. The bottom right corner of the page shows a 'Done' button with a checkmark.

4. 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

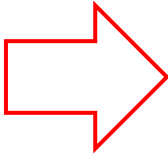
Overview Performance Budget Geography **Checklists** Forms Documents Calendar Photos Discussion



▼ 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...			

5. 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.