Training Report on Training on Dashboard and MIS Development

17- 18 December, 2017, Patuakhali 20- 21 December, 2017, Khulna & Satkhira



Field Trip Report

FTR ##, 16- 22 December 2017

Duration Places Objectives	:	7 Days Patuakhali and Khulna • Facilitate and attend of Dashboard Training course; • Support/assist to mPower team during training conducting;
		 Meeting with MRL coordinators to discuss about progress of data input into sever of WMG Tracker and Participatory Monitoring.
Participants	:	
		Sumon Das, Training Manager, mPower
		Rashid, Training Assistant, mPower

Travelling schedule

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No.	Date	Activities
1.	16/12/2017	Travel from Dhaka to Patuakhali
2.	17/12/2017	Facilitate and attend on Dashboard Training course at Patuakhali
3.	18/12/2017	do
4.	19/12/2017	- Travel from Patuakhali to Khulna
		- Meeting with Zonal Coordinator, Khulna
5.	20/12/2017	Facilitate and attend on Dashboard Training course at Khulna
6.	21/12/2017	do
7.	22/12/2017	Travel from Khulna to Dhaka

Training on Dashboard and MIS development:

The Dashboard training both in Patuakhali and Khulna/Satkhira was successfully done by the mPower and MRL team. The respective officers of BWDB, DAE & TA participated in the training session. Two batches were organized by the respective Zonal team/zonal training section-one batch was organized for Patuakhali and another batch was for Khulna including participants of Satkhira, two days training sessions for each batch were held. mPower has evaluated participants for measuring knowledge level on Dashboard and MIS development through written examination/test after completing 2 days training course; the test results of participants are given below:

Performance of Participants

Performance Level	Patuakhali	Khulna/Satkhira	Total
	(No. of participants)	(No. of Participants)	
Excellent (>=70%)	6	0	6 (11.3%)
Very Good (>=60%)	8	5	13 (24.5%)
Good (>=50%)	3	6	9 (16.9%)
Poor(<50%)	3	9	12 (22.6%)
Not participated in	3	10	13 (24.5%)
Exam./test			
Total Participants	23	30	53 (100%)

Some participants did not attend in exam./test (who did not attend that details are shown in below tables). It could say from the results – the performance of Patuakhali's participants is better than the participants of Khulna/Satkhira (individual performance results of participants are given in below tables)



Performance Result of Participants on Dashboard Training, Patuakhali

SI No.	Name of Participant	Designation	Obtained Mark (out of 35)	% of Total marks -35	Remarks
GoB					
1	Shishir Debnath	Sub Assistant Engineer-BWDB	18	51.4	good
2	Abdus Saam	SAAO - DAE, Patuakhali	15	42.9	Poor
Blue	Gold Program				
3	Md. Delower Hossain	Civil Engineer	0	0.0	Not attend
4	Md. Nur Islam	Sub Assistant Engineer	13	37.1	Poor
5	Ashik Billah	DZC, Socio-Economist/PC	0	0.0	Not attend
6	Md. Anower Hossain	Co-Co CDF	25	71.4	excellent
7	Md. Rabiul Amin	BDC/PC	23	65.7	very good
8	Md. Nasir Uddin	Co-Co CDF	24	68.6	very good
9	Md. Hasan Imam	CDF	21	60.0	very good
10	Md. Shamim Ahamed	Agricultural Expert/PC	23	65.7	very good
11	Md. Abul Bashar	Co-Co CDF	20	57.1	good
12	Md. Monayem Hossain	BDC/PC	26	74.3	excellent
13	Md.Mazedul Islam	Co-Co CDF	18	51.4	good
14	Md. Shaifullah	BDC/PC	21	60.0	very good
15	Milon Rani Datta	Co-Co CDF	23	65.7	very good
16	Md. Gias Al Hasan	Training Coordinator	21	60.0	very good
17	Lipy Akter	Co-Co CDF	27	77.1	excellent
18	Shuvanker Dey	Jr. Master Trainer/PC	23	65.7	excellent
19	Md. Eusuf Ali	Co-Co CDF	28	80.0	excellent
20	Md. Shofiqul Islam	Co-Co CDF	24	68.6	very good
21	Md. Nazrul Islam Jewel	Junior socio-Economist/PC	0	0.0	Not attend
22	Md. Shahjahan Mia	Co-Co CDF	15	42.9	Poor
23	Achintya Kumar Dey	CDF (OCWM)	27	77.1	excellent

Performance results of Participants on Dashboard Training course, Khulna and Satkhira

No.	Name of Participants	Designation	Obtained (out of Total Mark-35)	% of Total Marks-35	Remarks
BWD	B, Khulna				
1	Md. Shariful Islam	XEN, BWDB, Div-2, Khulna	0	0	Not attended in Exam.
2	Sujon Kumar Halder	XO'A'-BWDB, Khulna	0	0	Not attended in Exam.
3	Debobrata Datta	SDE, BWDB, Div-2, Khulna	0	0	Not attended in Exam.
DAE k	Khulna & Satkhira				
4	Simonto Kumar Das	SAAO, DAE, Satkhira Sadar	23	65.7	very good
5	Mst. Atikunnaher	AEO, DAE. Dumuria, Khulna	14	40.0	Poor
6	Mst. Rina Khatun	UAO, DAE, Fultala, Khulna	19	54.3	good
Blue	Gold Program-Satkhira				



7	Farjana Khan	CDF	11	31.4	Poor
8	Md. Akidul Islam	CDF	13	37.1	Poor
9	SK. Mohibullah	Zonal Socio-Economist	20	57.1	good
10	Md. Joynal Abedin	Zonal Coordinator, Env. Expert	0	0	Not attended in Exam.
11	Shahadat hossain	Agricultural Expert	0	0	Not attended in Exam.
12	Md. Aman Ullah	QCE	21	60.0	very good
Blue (Gold Program-Khulna				
13	Tahmina Akter	Sr. Socio-economist/PC	0	0	Not attended in Exam.
14	Md. Asaduzzaman Biswas	CDF, Co-Co	17	48.6	Poor
15	Md. Shamim Alam	BDC/PC	13	37.1	Poor
16	Shusanto Roy	BDC/PC	14	40.0	Poor
17	Md. Kaisar Khan	CDF, Co-Co	15	42.9	Poor
18	Sayed Atikul Islam	CDF, Co-Co	22	62.9	very good
19	Provati Roy	CDF, Co-Co	20	57.1	good
20	Ahsan Habib Khan	CDF	20	57.1	good
21	Kumaresh Dam	CDF	16	45.7	Poor
22	Md. Omar Faruq	CDF, Co-Co	17	48.6	Poor
23	Md. Abdul Hannan	CDF	18	51.4	good
24	Md. Shofiqul Islam	CDF, Co-Co	21	60.0	very good
25	Md. Rayhan Ali	JMT	20	57.1	good
26	Dr. MM. Anwar Hossain	Master Trainer/PC	21	60.0	very good
27	Md. Abu Jafor	CDF, Co-Co	0	0	Not attended in Exam.
28	Md. Uzzal Hossain	CDF, Co-Co	0	0	Not attended in Exam.
29	Shovon Kumar Adhya	CDF, Co-Co,	0	0	Not attended in Exam.
30	Md. Aminul Islam	Civil Engineer	0	0	Not attended in Exam.

Suggestions:

The following suggestions have come from BWDB/DAE during training course at Dhaka to include in the WMG Tracker Form:

- 1. No. of WMG meetings held;
- 2. No. of members participated in WMG monthly meeting(Male and Female);
- 3. Have EC members of WMG updated the "resolution books/ WMG others documents" Yes /No
 - If YES what are updating status: 0= not at all, 02. Partially, 3. Moderate, 4. Excellent (100%);
- 4. Have EC members of WMG prepared meeting agendas?- YES/NO
- 5. Have EC members of WMG taken any decision to perform by next month: YES/NO;
 - If Yes, what are achieved as per taken decision: 0= not at all, 02. Partially, 3. Moderate, 4. Excellent (100%)

The following suggestions have come from participants of Patukhali and Khulna during training course:

 Insert name of "Blue Gold Program/BWDB" in stead of "mPower Social Enterprise Ltd" in Dashboard Home Page;



- Data/Form will be "Saved" automatically in 'server' as per the respective "WMG Name" after entered data into Tablet/smartphone;
- 3. The following sequence will be followed for WMG Registration FORM during data collection:
 - First- when select "Zone" then respective Polders will be shown;
 - · Second- when select "Polder" then respective districts will be shown;
 - Third-when select "District" then respective WMAs will be shown;
 - Fourth-when select "WMA" then respective Upazilas will be shown;
 - Fifth- when select "Upazila" then respective unions will be shown;
 - Sixth- when select "Union" then the respective WMGs will be shown.
- OUTPUT of WMG Tracker: Age of WMG will be calculated from WMG formation date (WMG established date);
- OUTPUT of Participatory Monitoring: Performance rate of WMG will be replaced by following level- 1) Excellent (>=80%), 2) Very Good (>=70%), 3) Good (>=60%), 4) Satisfactory (>=50%, 5) Poor (<50%) - instate of existing performance level- (1) High performance (2) Upper medium Performance, (3) Medium performance (4) Upper low Performance (5) Low performance;

Responsibility for Dashboard and MIS development

Through discussion with Zonal and Polder coordinators during training course, they suggested to establish the following responsibilities:

Polder Co Coordinators/CDFs

- Data entry, edit and delete using Tablets/Smartphone;
- · View data using Tablets/Smartphone;
- Save data in Tablet/smart phone (after completed entry);
- Send data into temporary sever in computer (i.e. Outbox).

Polder Coordinators:

- Check/edit/delete which data have been sent to Temporary Server (Outbox) by Polder cocoordinators;
- · View data and output results;
- Save corrected data in "temporary sever" in computer;
- Prepare output Reports by the level of Polder and Zonal;
- Present output reports in the zonal monthly coordination meeting.

MRL Coordinators:

- Send the data into "Main Server" after approval by Zonal Coordinators and Polder coordinator;
- · Provide Technical support as per requirements of Zonal Team;
- Verify data (as sample basis)- field visit and observe
- Prepare output reports from the "Main Server database" by Polder, Zonal and Project

Zonal Coordinators:

Prepare OUTPUT Reports from the "Main Server database" – by Polder, Zonal and Project



· Present output results in the monthly coordination meeting

Dhaka MRL Team:

- Check/view data from the Main Server database, share reports with ZCs, PCs and MRL coordinators if any inconsistence data we found;
- · Prepare analytical Report;
- Share report with BWDB, DAE and TA;
- · Maintain Blue Gold Server by IT Manager;
- Maintain regular contact with mPower for revising output Reports or if any problem happen

Conclusion

Training of Dashboard and MIS development has been completed at the levels of Dhaka, Patuakhali and Khulna for the purpose of building capacity of respective officers (BWDB, DAE &TA) on dashboard operation and maintenance; and how to prepare report as per requirements for presenting in the coordination meeting. MRL team would like to follow up and monitor whether Zonal and Polder coordinators are using the dashboard process/system and whether they use output results for management purpose- it is important to note that lots of money have already been spent for dashboard training and system development, so use of dashboard system should be of value add and cost effective for the Blue Gold Program.

end



BLUE GOLD PROGRAM Bangladesh Water Development Board (BWDB)

TRAINING SCHEDULE

Title of the Training: Training on Dashboard and MIS Development

Venue: Blue Gold Meeting Room, Patuakhali

Training Date: 17-18 December, 2017

Duration: 02 Days

Participants: Officers of BWDB, Zonal Coordinator, Polder Coordinators

and Experts

DAY 1 (17 December, 2017; Sunday)

Venue: Blue Gold Meeting room, Patuakhali

Time	Session Title	Methodology	Materials	Conducted By	
09:30 AM- 10:00 AM	Participants' self-introduction; Introduction and Objectives of Dashboard and MIS development	Open discussion, lecture	Laptop, Projector, Blue Gold tean Presenter mPower		
10:00 AM - 10:30 AM	Introduction to the mobile apk & Demonstration of using the mobile app: Forms	Power point presentation & discussion and Hands on practice	Laptop, Projector, mPower Presenter		
10:30 AM - 11:20 AM	Hands on Practice on Data sending through Mobile App	Hands on practice	Laptop, Projector, Presenter	Blue Gold Team, mPower	
11:20 AM -11:40	AM	Tea Break	Tea Break		
11:40 AM - 12:10 PM	Demonstration of using the mobile app: Forms	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower	
12:10 PM- 12:40 PM	Hands on Practice on Data sending through Mobile App	Hands on practice	Laptop, Projector, Presenter	mPower	
12:40 PM – 01:00 PM	Question/Answer session on Mobile App usage	Open Discussion	Laptop, Projector, Presenter	Blue Gold Team, mPower	
01:00 PM - 02:00) PM	Lunch & Prayer Break			
02:00 PM – 03:00 PM	Introduction to the desktop forms' list & Demonstration of using the web to edit/export data	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower	
3:00 PM- 3:15 PN	1		Tea Break		
03:15 PM – 05:00 PM	Hands on Practice & Question and Answer Session	Discussion	Laptop, Projector, Presenter	Blue Gold Team, mPower	



DAY 2 (18 December, 2017; Monday)

Venue: Blue Gold Meeting room, Patuakhali

Time	Session Title	Methodology	Materials	Conducted By
9:00 AM- 9:30 AM	Review on Previous Day session	Open discussion, lecture	Laptop, Projector, Presenter	Blue Gold team, mPower
9:30 AM – 11:20 AM	Demonstration on Web Portal Reporting System	Discussion, Projection and Hands on practice	Laptop, Projector, Presenter	mPower
11	:20 AM -11:40 AM		Tea Break	
11:40 AM - 12:20 PM	Demonstration of the User Administration, Organizational management and Access control	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
12:20 PM to 01:00 PM	Hands on training on User Administration, Organizational management and Access control	Hands on practice	Laptop, Projector, Presenter	mPower
01	:00 PM - 02:00 PM	Lunch & Prayer Break		
02:00 PM – 03:00 PM	Hands on training on how to edit data, delete data, and reporting	Hands on practice	Laptop/ Walton Tablets	mPower
3:00 PM - 3:15 P	M	Tea Break		
02:15 PM – 4:00 PM	Demonstration of WMG Profile & Audit Log	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
04:00 PM – 4:30 PM	Review Session of whole day's learning	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	Blue Gold team, mPower
04:30 PM - 05:00 PM	Post Evaluation of the training and closing session	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	Blue Gold team, mPower



BLUE GOLD PROGRAM Bangladesh Water Development Board (BWDB)

TRAINING SCHEDULE

Title of the Training: Training on Dashboard and MIS Development

Venue: Blue Gold Meeting Room, Khulna Training Date: **20-21 December, 2017**

Duration: 02 Days

Participants: Officers of BWDB, Zonal Coordinators, Polder Coordinators

and Experts

DAY 1 (20 December, 2017; Wednesday)

Venue: Blue Gold Meeting room, Khulna

Time	Session Title	Methodology	Materials	Conducted By
09:30 AM- 10:00 AM	Participants' self-introduction; Introduction and Objectives of Dashboard and MIS development	Open discussion, lecture	Laptop, Projector, Presenter	Blue Gold team, mPower
10:00 AM - 10:30 AM	Introduction to the mobile apk & Demonstration of using the mobile app: Forms	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
10:30 AM - 11:20 AM	Hands on Practice on Data sending through Mobile App	Hands on practice	Laptop, Projector, Presenter	Blue Gold Team, mPower
11:20 AM -11:40	AM	Tea Break		
11:40 AM - 12:10 PM	Demonstration of using the mobile app: Forms	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
12:10 PM- 12:40 PM	Hands on Practice on Data sending through Mobile App	Hands on practice	Laptop, Projector, Presenter	mPower
12:40 PM – 01:00 PM	Question/Answer session on Mobile App usage	Open Discussion	Laptop, Projector, Presenter	Blue Gold Team, mPower
01:00 PM - 02:00) PM	Lunch & Prayer Break		
02:00 PM – 03:00 PM	Introduction to the desktop forms' list & Demonstration of using the web to edit/export data	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
3:00 PM- 3:15 PN	Л	Tea Break		



03:15 PM -	Hands on Practice & Question	Discussion	Laptop, Projector,	Blue Gold Team,
05:00 PM	and Answer Session		Presenter	mPower

DAY 2 (21 December, 2017; Thursday)

Venue: Blue Gold Meeting room, Khulna

Time	Session Title	Methodology	Materials	Conducted By
9:00 AM- 9:30 AM	Review on Previous Day session	Open discussion, lecture	Laptop, Projector, Presenter	Blue Gold team, mPower
9:30 AM – 11:20 AM	Demonstration on Web Portal Reporting System	Discussion, Projection and Hands on practice	Laptop, Projector, Presenter	mPower
11	:20 AM -11:40 AM		Tea Break	
11:40 AM - 12:20 PM	Demonstration of the User Administration, Organizational management and Access control	Power point presentation & discussion and Hands on practice	Laptop, Projector, Presenter	mPower
12:20 PM to 01:00 PM	Hands on training on User Administration, Organizational management and Access control	Hands on practice	Laptop, Projector, Presenter	mPower
01	:00 PM – 02:00 PM	Lunch & Prayer Break		
02:00 PM – 03:00 PM	Hands on training on how to edit data, delete data, and	Hands on practice	Laptop/ Walton Tablets	mPower
	reporting		Tablets	
3:00 PM – 3:15 P			Tea Break	
3:00 PM - 3:15 P 02:15 PM - 4:00 PM		Power point presentation & discussion and Hands on practice		mPower
02:15 PM –	M Demonstration of WMG Profile	presentation & discussion and Hands on	Tea Break Laptop, Projector,	mPower Blue Gold team, mPower



Blue Gold Program

Orientation/Training on Dashboard use & Management

Patuakhali - Zone

Dec 17-18, 2017

Participants List

SI				
No.	Name of Participant	Designation	PC / PCC	Remarks
1	F.M. Shorab Hossain	Zonal Coordinator, COE	0	
2	Md. Nur Islam	Sub Assistant Engineer	0	
3	Ashik Billah	DZC, Socio-Economist	P-43/2A	
4	Md. Anower Hossain	Co-Co CDF	do	
5	Md. Rabiul Amin	Business Dev Coordinator	P-43/2D	
6	Md. Nasir Uddin	Co-Co CDF	do	
7	Md. Hasan Imam	CDF	P-43/2E	
8	Md. Shamim Ahamed Yousuf	Agricultural Expert	P-55/2C	
9	Md. Abul Bashar	Co-Co CDF	do	
10	Md. Monayem Hossain	Business Dev Coordinator	P-43/1A	
11	Seuly Akter	Co-Co CDF	do	
12	Md. Shaifullah	Business Dev Coordinator	P-43/2F	
13	Md. Shahjahan Mia	Co-Co CDF	do	
14	Md. Gias Al Hasan	Training Coordinator	P-55/2A	
15	Md. Abdul Zabber	Co-Co CDF	do	
16	Shuvanker Dey	Jr. Master Trainer	P-47/3	
17	Lipy Akter	Co-Co CDF	do	
18	Md. Zakir Hossain Lucky	M & E Coordinator	P-43/2B	
19	Md. Shofiqul Islam	Co-Co CDF	do	
20	Md. Nazrul Islam	Junior socio-Economist	P-47/4	
21	Md. Shahjahan Mia	Co-Co CDF	do	
22	Md. Delower Hossain	Civil Engineer	0	
23	Md. Atkur Rahman	Training Coordinator		
24	Md. Aowlad Hossain	Inst. & Legal Advisor		
		BWDB & DAE		
25	Gazi Nur Mohammed (Ripon)	SO - BWDB, Patuakhali	0	
26	Abdus Saam	SAAO - DAE, Patuakhali	0	
27	Achintya Kumar Dey	CDF (OCWM)	P-43/2F	

Note: Blue color staff will participate on 1st days orientation and other participants (total 23) will continue 2nd day training.



BLUE GOLD PROGRAM

Orientation Training on Dash Board

Date: 20-21 December 2017 Khulna Zone



for BWDB, DAE and TA staffs

Participant List

SL#	Name	Designation	Remarks		
BWDB & DAE, Khulna					
1.	Md. Sayedur Rahman	SDE, Khulna O&M Division-1, BWDB, Khulna			
2.	Md. Salahuddin	SDE, Khulna O&M Division-2, BWDB, Khulna			
3.	Sujon Kumar Halder	XO, BWDB -Khulna			
4.	Atikunnahar	AEO, Dumuria, DAE, Khulna			
5.	Rubayet Ara	UAO,Batiaghata, DAE, Khulna			
6.	Rina Khatun	UAO,Phultala,DAE,Khulna			
BGP Khulna Zone					
7.	Md. Matior Rahman	Zonal Coordinator & PC-27/1,27/2			
8.	Tahmina Akter	Sr.SE &PC-25, 34/2 Part			
9.	Shusanto Roy	BDC & PC-22,31 Part			
10.	Dr. M.M Anwar Hossain	Master Traniner(Agr) & PC-30			
11.	Md. Shamim Alom	BDC& PC-28/1,28/2			
12.	Md. Abu Jafor	Co-cordinator&CDF			
13.	Md. Abdul Hannan	CDF			
14.	Md. Uzzol Hossain	Co-cordinator&CDF			
15.	Shuvan Kumar Adya	Co-cordinator&CDF			
16.	Md. Omar Faruk	Co-cordinator&CDF			
17.	Md. Shofikul Islam	Co-cordinator&CDF			
18.	Kaiser Khan	Co-cordinator&CDF			
19.	Provati Roy	Co-cordinator&CDF			
20.	Kumaresh Chandra Dam	CDF			
21.	Md. Ahshan Habib Khan	CDF			
22.	Md. Asaduzzaman Biswas	Co-cordinator&CDF			
23.	Md. Aminul Islam	Civil Engineer			
24.	Afzal Hossain	SAE, Khulna			
25.	Biswas Ali Mortoza	Training Coordinator			
BWDB and DAE, Satkhira					
26.	Md. Abul Hossain	SO - BWDB, Satkhira			
27.	Simanta Kumar Das	SAAO - DAE, Satkhira			
BGP, Satkhira Zone					
28.	Md. Joynal Abedin	Zonal Coordinator & Env. Expert			
29.	Md. Shahidullah	Civil Engineer			
30.	Md. Aman Ullah	Quality Control Engineer			
31.	SK. Mohibullah	Zonal Socio-economist & PC			
32.	Farzana Khan	Co-Co CDF			
33.	Shahadat Hossain	Agriculture Expert			

Note: The blue marked participants will participate on 20^{th} orientation. Remaining other participants (total 19 participants will continue 2^{nd} day training)



Dates: 20-21 December, 2017 Satkhira

SI No.	Name of Participant	Designation	Mobile Phone
1	Md. Joynal Abedin	Zonal Coordinator & Env. Expert	01711-983470
2	Md. Shahidullah	Civil Engineer	01715-478031
3	Md. Aman Ullah	Quality Control Engineer	01714-847172
4	SK. Mohibullah	Zonal Socio-economist & PC	01719-391458
5	Farzana Khan	Co-Co CDF	01718-156502
6	Shahadat Hossain	Agriculture Expert	01710-670064
7	Md. Abul Hossain	SO - BWDB, Satkhira	01711-443385
8	Simanta Kumar Das	SAAO - DAE, Satkhira	01714-766275

