



**ActivityInfo**

# **Introduction to Information Management Systems for development projects**

**Starting shortly, please wait!**

# Meet your presenter

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**Jeric Kison**

Customer Success Director


# Poll

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1. Do you currently have an Information Management System in place for the project you are working on?
  - a. Yes, we have a full system in place
  - b. Yes, but only a partial system is in place
  - c. No, we do not have a system in place
  
2. If yes, how confident are you in the System you are using?
  - a. Completely confident
  - b. Fairly confident
  - c. Somewhat confident
  - d. Slightly confident
  - e. Not at all confident

# Outline

1. Why have an Information Management System for your development project?
2. What does an Information Management System for a development project look like?
3. How can we tell whether our Information Management System is effective?
4. Q&A



Why have an Information  
Management system for your  
development project?

# What is information?

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# What is information?

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## Data

10% of children under 5 are stunted



## Information

10% of children under 5 are stunted at midline compared to 20% at baseline; the end of project target is 0%



## Decision

Continue project implementation

# What is information?

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## Data

beneficiaries

locations

indicator measurements

targets

## Information

What is our reach?

What progress have we made?

## Decisions

Do we continue our project?

What should we do differently?



# How does data become information?

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# How does data become information?

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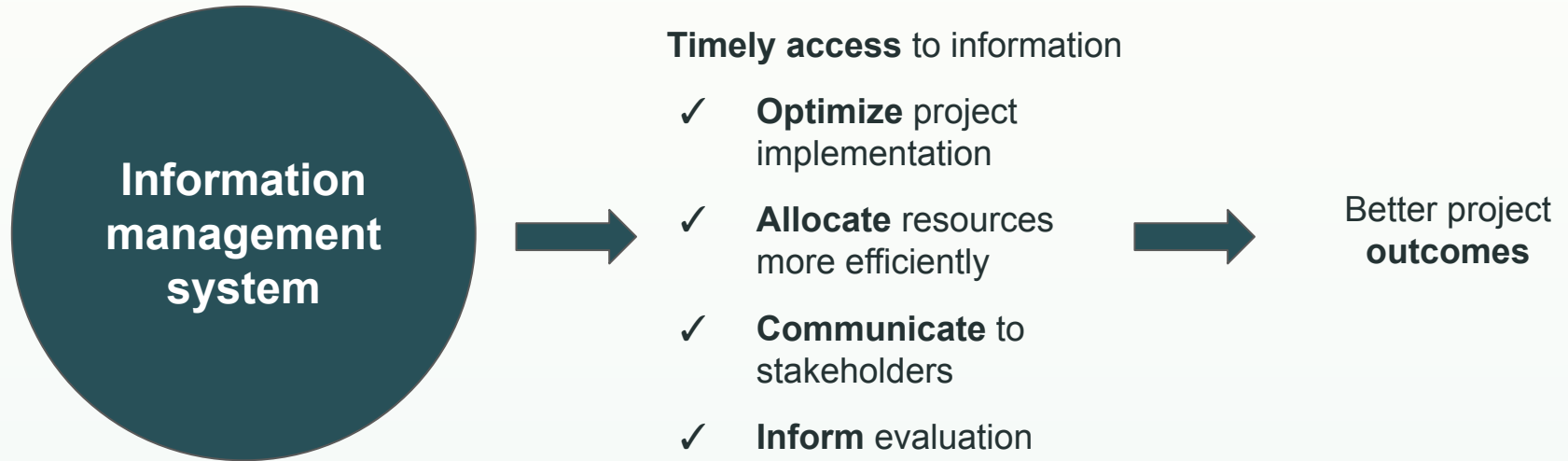
# Enter the Information Management System


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# Benefits of having in IMS

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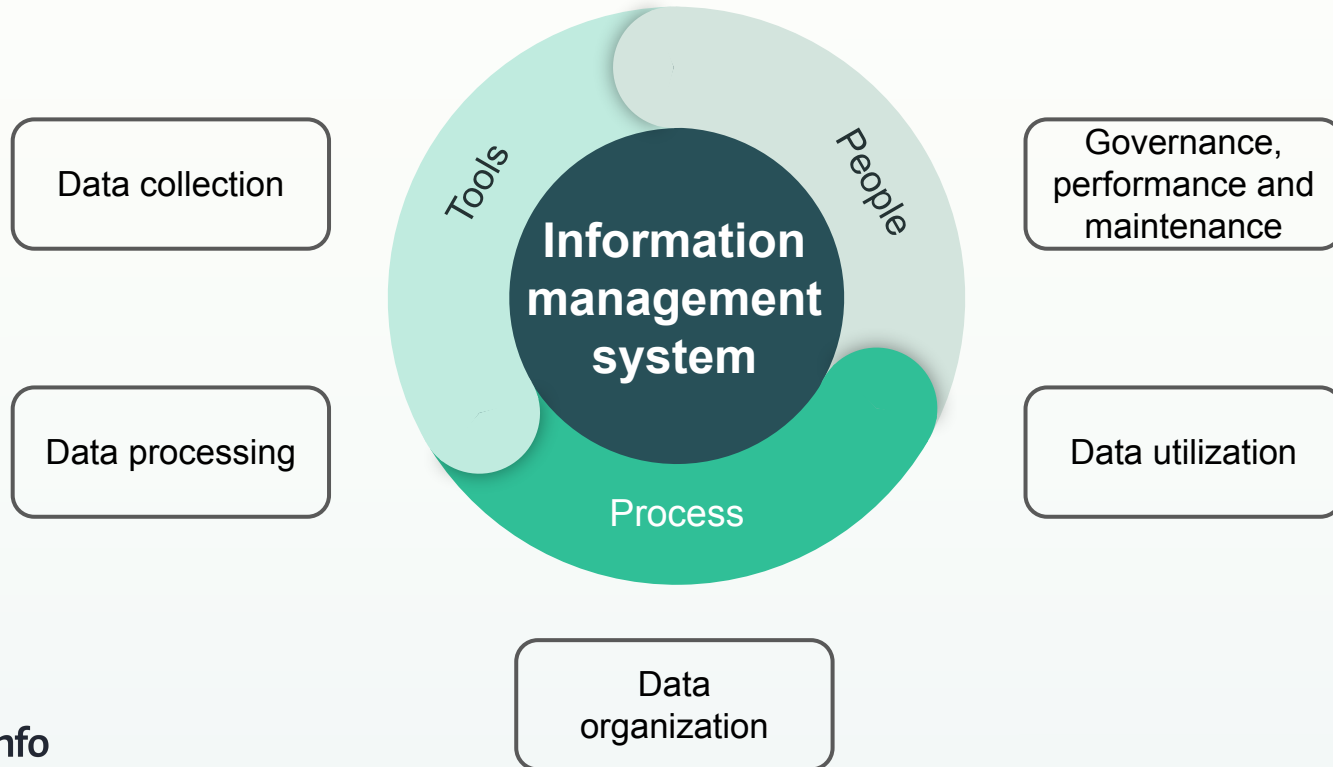
What does an Information Management System for a development project look like?

# Is this an IMS?

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	A	B	C	D	E
1	<b>Name</b>	<b>Gender</b>	<b>Education level</b>	<b>Phone number</b>	<b>Email address</b>
2	Yousuf Sparks	Male	High school degree	(441) 913-5322	yousuf.sparks@gmail.com
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4	Dora Williamson	Female	University degree or higher	(787) 451-4957	dora.williamson@gmail.com
5	Celine Gillespie	Female	High school degree	(326) 391-3328	celine.gillespie@gmail.com
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7	Amaya Pearce	Female	High school degree	(416) 512-9123	amaya.pearce@gmail.com
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9	Brooke Bennett	Male	University degree or higher	(839) 882-5936	brooke.bennett@gmail.com
10	Claudia Vasquez	Male	High school degree	(116) 962-1927	claudia.vasquez@gmail.com

# Components of an IMS



# Components of an IMS

## Data collection

Bring data into the system

People	Processes	Tools
Enumerators Field staff	Data collection Imports Integration	Data collection tools APIs



# Components of an IMS

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## Data collection

Bring data into the system

- Data entry **efficiency**
- **Quality** of collected data
- **Alignment** with other systems

# Components of an IMS

## Data processing

Make the data useful

People	Processes	Tools
Information Management Officers	Validation	Data cleaning tools
Monitoring & Evaluation Officers	Cleaning	Scripts
Data engineers	Deduplication	
	Anonymization	

# Components of an IMS

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## Data processing

Make the data useful

- Apply business rules **consistently**
- Automation

# Components of an IMS

## Data organization

Arrange the data for use

People	Processes	Tools
Database administrators	Data modelling Database design Database administration Data management	Relational database

# Components of an IMS

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## Data organization

Arrange the data for use

- Data integrity
- Minimize redundancy

# Components of an IMS

## Data utilization

Transform the data into actionable information

People	Processes	Tools
Information Management Officers	Data transformation	Business Intelligence tools, Dashboards
Monitoring & Evaluation Officers	Reporting, analysis and visualization	APIs
Data analysts		

# Components of an IMS

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## Data utilization

Transform the data into actionable information

- **Optimize** workflows
- **Alignment** with other systems

# Components of an IMS

## Governance, performance, and maintenance

Ensure system is compliant and performant over time

People	Processes	Tools
Data stewards IT staff Database administrators	Data governance procedures Data security and retention Role-based access control Performance monitoring	Dashboards APIs



# Components of an IMS

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## **Governance, performance, and maintenance**


Ensure system is compliant and performant over time

- Understand the regulatory landscape
- Apply the principle of least privilege

# Who are the users of information systems?

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How can we tell whether our  
Information Management System is  
effective?

# The qualities of an effective IMS

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**Information  
management  
system**

Information is  
actually **used**

- ✓ **Compliant**
- ✓ **Reliable**
- ✓ **Actionable**

# The qualities of an effective IMS

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## Compliance

the usage of the system aligns with relevant policies

- Established data governance policies
- Enforcement of policies
- Clear roles and responsibilities

# The qualities of an effective IMS

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## Reliability

the system can be trusted to generate complete and credible information over time

- Data quality measures enforced during data collection
- Users have sufficient capacity
- Sound data model
- Defined and repeatable processes
- Flexibility to accommodate evolving information requirements

# The qualities of an effective IMS

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## Actionability

the system enables users to take action in a timely manner

- Information generated is relevant to stakeholders' requirements
- Sound data model to make information easily accessible
- Users have sufficient capacity
- System embedded into workflows

# How can we make our IMS more effective?

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**01**

Understand what information you need

**02**

Designate a champion

**03**

Build capacity

**04**

Leverage technology



# How can we make our IMS more effective?



All-in-one information management software for humanitarian and development operations

- ✓ Track activities, outcomes
- ✓ Beneficiary management
- ✓ Surveys
- ✓ Work offline/online

The screenshot displays the ActivityInfo software interface. On the left, a table lists records with columns for Province Name, Municipalities, Select all deliveries, Programmes (re...), and School name. A dropdown menu is open over the 'Select all deliveries' column, showing options: Sort ascending, Sort descending, Filter by choice, Filter by text, and Filter by blank. On the right, a 'Record' panel is visible, featuring a 'Delete record' button and a 'Details' tab. The details section shows a record edited on 2020-12-04 at 11:04:09 AM by FAY CANDILIARI, with the school name 'World heritage public school'.

Learn more at

[activityinfo.org](https://activityinfo.org)

# How can we make our IMS more effective?

## Case Study

CONSERVATION  
INTERNATIONAL



### Accountable data for climate mitigation

Using ActivityInfo as the  
information management  
system for the “Our Future  
Forests - Amazonia Verde”  
Initiative

Component	Regional Amazon Results Framework Intermediate O...	Indicators Regional Portfolio Indicator
Component 1: ...	1.1. Development and Implementation of Life or Manage...	# of hectares covered by Life or Management Plans that promote forest...
Component 1: ...	1.1. Development and Implementation of Life or Manage...	# of hectares covered by Life or Management Plans that promote forest...
Component 1: ...	1.2 Monitoring systems and activities implemented	# of hectares of forest that are monitored actively
Component 1: ...	1.2 Monitoring systems and activities implemented	# of hectares of forest that are monitored actively

Program Logframe in Table View in ActivityInfo

# Key takeaways

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1

## The role of an IMS

is to transform data into information used to improve project outcomes

2

## More than just a spreadsheet

an IMS comprises the people, processes and tools that enable you to generate useful information

3

## An effective IMS

is one that is compliant, and generates reliable and actionable information for project stakeholders

# Questions?

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LinkedIn group: <https://www.linkedin.com/groups/5098257/>