



4.16 Project Management

Disclaimer: This Information Product is a first attempt to provide guidance in preparing the information needed for the CLUP. As more knowledge is gathered, the IP will be updated. Likewise, updates may be required due to new or changing land use policies. Furthermore, data will continuously be prepared by the custodians, which may require updates.

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<p>Step 1: Provide a Background and Identify the Objective of the GIS Analysis</p>																										
	<p>The focus on Comprehensive Land-use Planning with objectives to combat the highly inequitable spatial distribution of resources within the fields of housing, infrastructure and social services as well as imbalances between supply and demand across sectors, stresses the need for relevant and updated municipal information which can be analyzed and presented in a local perspective.</p> <p>The CLUP generates a number of development programs and projects. An obvious application for the GIS would be to support a simple management (GI) system to monitor these projects. Project databanks can be developed, containing geo-coded data that tracks each of these programs and describes the spatial distribution of various programs across the municipality. A spatial perspective on these activities can often show geographic bias, lack of coordination,</p>																									



	<p>and an imbalance between the location of development activities and actual needs.</p> <p>The ability to locate various indicators collected by the municipality could create a "needs" oriented database for each subdivision of the municipal area (by barangay), graphically showing the various "needs" as they are distributed over the urban area. For example, various health issues may be shown to exist in areas removed from projects that could potentially affect these problems. A GIS-based project management database can assist in the targeting of activities based on need, rather than perceptions or political/administrative bias.</p> <p>The objective is to establish a basic GIS application which tries to give the user (councilors and general public as well) the opportunity to have a quick access to an updated source of information about the status of the various projects that have been decided upon and currently are ongoing. The result will be a basic project monitoring GIS prepared in liaison with the responsible departments of municipality encompassing all the components of the GIS to secure a sustained system for the future.</p>	
	<p>Step 2: Identify the Indicators to Evaluate Objective Fulfillment</p>	
	<p>As a first phase a very simple GIS will be prepared showing primary indicators and performance of ongoing projects. The GIS will give an overview of the geographic distribution of the projects and also gives an opportunity to compare the allocation of the projects between barangays. It will also facilitate the monitoring of projects and present progress reports. The information is prepared and updated on a regular basis (quarterly?) according to the requirements of the Council.</p> <p>When the users feel confident with the system, as a second step with more sophisticated queries can be developed if there is a need for that. For example, if Census data is available it is possible to add population statistics to the system and a few simple capacity/demand analyses will be provided to be used for easy analyses.</p> <p>The IP is being developed by the Planning Unit in consultation with Finance, Engineering and other related departments. It is crucial to the success of the project that data-custodians for the information are identified. The data-custodians that will be identified should receive training on how to do the continuous update of information, such as quarterly (?) progress reporting of the work of the project.</p>	



Step 3: Create the Database

Attribute tables will be prepared presenting the projects that have physical relations to the various barangays. The source of information is the list of projects included in annual budgets, Operating & Capital Budget Report, etc. and that has been approved by the Council. There is a need to establish an interface between these tables and the simple tables of attribute information (see below) that constitutes a part of the project management GIS. The respective sector departments implementing CLUP projects will be responsible for the updating of the attribute information of the project management GIS once the system it is up and functioning.

The following steps are identified as necessary to take in order to continue the development of the application and gathering of data:

Quality control of the geographic information by Planning Unit making print outs of certain types of projects and meeting with the representatives from the responsible department.

Planning Unit meets with representatives from the responsible department and collects the following information:

-  Missing attribute information;
-  Identify the each project in the approved capital budget;
-  Update the attribute and geographic information;
-  Develop the IP and ensure to distribute it to all users;
-  Discuss the IP to be used for continuous update. Discuss and collect comments on this proposal with the data-custodians of this information, as they will do the update;
-  Develop the IP for update to ensure quarterly (?) updates on the progress of the projects;
-  Develop a manual for how to use the application and train users of it.

As the first initial collection of information is finalised a workshop for councillors, barangay captains, etc. should be held to inform about IP and show how it works.

There are six tables of Project Management Information to prepare:

PM01 Project Overview;



	<p>PM02 Donor Supported Technical Assistance; PM03 Project Approved or Funded for Implementation Within the Social Welfare Section; PM04 Project Approved or Funded for Implementation Within the Agriculture Section; PM05 Transport Related Projects, Approved/ funded for Implementation; PM06 Project Approved or Funded for Implementation Within the Transport Section.</p>	
	<p>Designated data custodians need to be appointed within concerned municipal department who will be able to keep the attribute records presented in the project monitoring GIS updated.</p>	
	<p>Step 4: Analyze the Data</p>	<p>SYMBOL</p>
	<p>The information shown in the application will be of both spatial/geographic and attribute character. The geographic information consists both of a base map with general spatial information and the location of a specific project. The purpose of the base map is to facilitate the user to locate her/himself.</p> <p>Some projects will be implemented for the entire municipality and will not be presented on the map. However, the same attribute dataset can be used and graphs can be inserted on the map to show progress.</p>	
	<p>It is of great importance that the symbology used to show the CLUP Projects is easy to understand and interpret, see below.</p>	



Status of Project	Type of Project			
	Socio-economic	Infrastructure	Environment	Land Management
Delayed (Red)				
On Schedule (Yellow)				
Completed (Green)				
Abandoned (Not presented /shown)				
<i>Feature Type</i>	<i>Point</i>	<i>Polyline</i>	<i>Polygon</i>	<i>Polygon</i>

Step 5: Present the Data

(Example from case study)

Although the CLUP Projects maps will be prepared in a digital format in many cases the printed version will also be distributed. On demand printed maps could be distributed and be displayed at the Barangay offices on a regular basis to present the current progress of ongoing projects.

Reminders to follow in the preparation for the Display format is done:

- Printed map smaller than A3 is not recommended;
- Fonts and symbols should be readable from A0 to A3. If symbols cannot be distinguished properly in A3 a simplified version might be needed;
- Use recognized scales, e. g. 1: 100,000 instead of 1: 97,361;
- Color is used widely in the GIS. However, test a monochromatic/black&white print to see if the impression is still there. If not, maybe altering of the color coding might help or a special black&white version eventually is needed.