



Empowered lives.
Resilient nations.

Annual Work Plan

Trinidad & Tobago-Port of Spain

Project: 00108094

Report Date: 1/22/2020

Project Title: MRDLG Enterprise Content Management System

Year: 2018

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00108091 ECMS for MRDLG	Monitoring and evaluation	1/1/2018	12/31/2018	UNDP	30084	UNDP	71300 Local Consultants	0.00	
				UNDP	30084	UNDP	75100 Facilities & Administration	0.00	
	Needs assessment analysis	1/1/2018	12/31/2018	UNDP	30084	UNDP	71300 Local Consultants	7,377.46	
				UNDP	30084	UNDP	75100 Facilities & Administration	368.87	
	Procure production scanners	1/1/2018	12/31/2018	UNDP	30084	UNDP	75100 Facilities & Administration	2,094.20	
				UNDP	30084	UNDP	72200 Equipment and Furniture	41,884.07	
	Procurement of licences	1/1/2018	12/31/2018	UNDP	30084	UNDP	75100 Facilities & Administration	1,000.00	
				UNDP	30084	UNDP	73300 Rental & Maint of Info Tech Eq	20,000.00	
	Training of MRDLG staff in ECM	1/1/2018	12/31/2018	UNDP	30084	UNDP	75100 Facilities & Administration	73.78	
				UNDP	30084	UNDP	75700 Training, Workshops and Confer	1,475.50	
	TOTAL								74,273.88
	GRAND TOTAL								74,273.88



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00108091 ECMS for MRDLG	Monitoring and evaluation	1/1/2018	12/31/2018	UNDP	30084	UNDP	71300 Local Consultants	1,000.00
				UNDP	30084	UNDP	75100 Facilities & Administration	50.00
	Procure production scanners	1/1/2018	12/31/2018	UNDP	30084	UNDP	72200 Equipment and Furniture	17,000.00
				UNDP	30084	UNDP	75100 Facilities & Administration	1,360.00
TOTAL								19,410.00
GRAND TOTAL								19,410.00



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00108091 ECMS for MRDLG	Documentation of ECMS process	1/1/2018	12/31/2018	UNDP	30084	UNDP	71300 Local Consultants	3,703.70
				UNDP	30084	UNDP	75100 Facilities & Administration	296.30
TOTAL								4,000.00
GRAND TOTAL								4,000.00