



AMIS - FEATURES DOCUMENTATION



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Application: Agricultural Management Information System (AMIS) Version 3

Organization: Department of Agriculture and Livestock, Papua New Guinea

AMIS AMIS

Home Services About Features

Agriculture Management Information System

A comprehensive government platform integrating NASP, MTDP, and Corporate Plans for strategic agricultural planning, workplan management, activity implementation, performance evaluation, and development coordination across Papua New Guinea.

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AMIS Application - Comprehensive Features Documentation

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Introduction

This document provides comprehensive documentation of all features available in the Agricultural Management Information System (AMIS) Version 3. Each feature is documented with its purpose, functionality, user access requirements, and contribution to the system's primary goal.

System Goal

Primary Objective: Monitor and Measure the effectiveness of activities implemented and how they contribute to achieving the targets in the plans.

AMIS achieves this goal by providing integrated tools for:

- Planning and workplan management
- Activity implementation and tracking
- Performance monitoring and evaluation
- Comprehensive reporting and analytics
- Multi-level supervision and oversight

System Overview

AMIS is a comprehensive web-based application designed for Papua New Guinea's Department of Agriculture and Livestock. The system manages the complete lifecycle of agricultural activities from strategic planning through implementation, monitoring, evaluation, and reporting.

Key Capabilities:

- Strategic planning (MTDP, NASP, Corporate Plans)
- Workplan creation and management
- Seven types of activity implementation
- Performance tracking and evaluation
- Multi-dimensional reporting
- SME (Small and Medium Enterprise) management
- Task assignment and monitoring
- Real-time statistics and analytics

User Roles & Capabilities

AMIS implements a capability-based access control system with the following user types:

1. System Administrator

Capability Flag: `is_admin = 1`

Access Level: Full system access

Responsibilities:

- System configuration and settings
- User management and activation
- Master data management (regions, branches, government structure)
- Strategic plan management (MTDP, NASP, Corporate Plans)
- SME management
- All workplan and activity features
- All reporting and analytics features

2. Supervisor

Capability Flag: `is_supervisor = 1`

Access Level: Workplan and activity supervision

Responsibilities:

- Workplan creation and management
- Activity supervision and approval
- Team oversight
- Performance monitoring
- Reporting access

3. Evaluator

Capability Flag: `is_evaluator = 1`

Access Level: Evaluation and rating

Responsibilities:

- Workplan Activity evaluation and rating
- Performance assessment
- Quality assurance
- Evaluation reporting

4. Action Officer / Regular User

Capability Flag: Standard user

Access Level: Activity creation and implementation

Responsibilities:

- Activity creation and implementation
- Duty instruction management
- Report viewing
- Personal activity tracking

5. Guest User

Role: guest

Access Level: Limited read-only access

Responsibilities:

- Dashboard viewing
- Limited report access

Feature Categories

Activity Management Features

Activity Management is the core of AMIS, enabling users to create, implement, track, and manage seven different types of agricultural activities.

Feature 1: Activity Creation & Management

Description:

Comprehensive system for creating and managing agricultural activities across seven distinct types. Users can create activities with detailed information including title, description, location (province/district), dates, budget, and assignment of supervisors and action officers.

User Access & Permissions:

- **System Administrator:** Full access - can create, view, edit, and delete all activities
- **Supervisor:** Can create activities and manage activities they supervise
- **Action Officer:** Can create activities where they are assigned as action officer
- **Regular User:** Can create and manage their own activities

Contribution to System Goals:

Activity creation is the foundation for monitoring and measuring effectiveness. By capturing detailed activity information upfront, the system enables:

- Clear definition of what will be implemented
- Assignment of responsibility (supervisor and action officer)
- Budget allocation and cost tracking
- Timeline establishment for monitoring progress
- Linkage to strategic plans (MTDP, NASP, Corporate Plans)
- Geographic tracking for regional analysis

Key Features:

- Seven activity types supported (documents, trainings, meetings, agreements, inputs, infrastructures, outputs)
- Province and district location tracking
- Start and end date scheduling
- Budget and cost management
- Supervisor and action officer assignment
- Status workflow (pending → active → submitted → approved → rated)
- Soft delete functionality for data integrity

Feature 2: Document Activity Implementation

Description:

Specialized implementation interface for document-type activities including policy documents, reports, guidelines, and other written materials. Supports file uploads, document metadata, and tracking of document distribution and usage.

User Access & Permissions:

- **System Administrator:** Full access to all document activities
- **Supervisor:** Can view and approve document activities they supervise
- **Action Officer:** Can implement document activities assigned to them
- **Regular User:** Can implement their own document activities

Contribution to System Goals:

Document activities contribute to measuring effectiveness by:

- Tracking production and distribution of policy documents and guidelines
- Measuring completion of documentation requirements
- Providing evidence of knowledge products created
- Supporting transparency and information sharing
- Enabling assessment of documentation quality and reach

Key Features:

- Document file upload and storage
 - Document metadata (title, description, purpose)
 - Distribution tracking
 - Version control
 - File format support (PDF, Word, Excel, etc.)
 - Document categorization
-

Feature 3: Training Activity Implementation

Description:

Comprehensive training management system for workshops, capacity building sessions, and educational programs. Includes participant management, trainer tracking, training materials, image galleries, and attendance documentation.

User Access & Permissions:

- **System Administrator:** Full access to all training activities
- **Supervisor:** Can view and approve training activities they supervise
- **Action Officer:** Can implement training activities assigned to them
- **Regular User:** Can implement their own training activities

Contribution to System Goals:

Training activities are critical for measuring capacity building effectiveness:

- Tracks number of people trained (beneficiary reach)
- Documents training topics and curriculum
- Captures trainer information for quality assessment
- Stores training images as evidence of implementation
- Records participant details for follow-up and impact assessment
- Measures training costs vs. participants trained

- Supports evaluation of training quality and outcomes

Key Features:

- Participant management (trainee records)
 - Trainer information tracking
 - Training topics and curriculum documentation
 - Image gallery upload (multiple training photos)
 - Training files and materials upload
 - Signing sheet upload for attendance verification
 - GPS coordinates for training location
 - Follow-up plan documentation
 - Cost per participant calculation
-

Feature 4: Meeting Activity Implementation**Description:**

Meeting management system for conferences, consultations, stakeholder engagements, and coordination meetings. Includes agenda management, participant tracking, minutes recording, and attachment handling.

User Access & Permissions:

- **System Administrator:** Full access to all meeting activities
- **Supervisor:** Can view and approve meeting activities they supervise
- **Action Officer:** Can implement meeting activities assigned to them
- **Regular User:** Can implement their own meeting activities

Contribution to System Goals:

Meeting activities contribute to measuring stakeholder engagement and coordination effectiveness:

- Tracks frequency and type of stakeholder consultations
- Documents meeting participants and representation
- Records meeting outcomes and decisions (minutes)
- Measures coordination efforts across departments/organizations
- Provides evidence of participatory planning and implementation
- Supports transparency through meeting documentation
- Enables analysis of meeting costs vs. outcomes

Key Features:

- Meeting date and time tracking

- Participant management (participant records)
- Meeting agenda documentation
- Minutes recording (minute items)
- Multiple attachment uploads (documents, presentations, photos)
- Meeting location and GPS coordinates
- Meeting type categorization
- Participant count tracking
- Cost per participant analysis

Feature 5: Agreement Activity Implementation

Description:

Agreement and partnership management system for MOUs (Memoranda of Understanding), contracts, partnerships, and formal agreements. Tracks agreement parties, terms, signing dates, and agreement documentation.

User Access & Permissions:

- **System Administrator:** Full access to all agreement activities
- **Supervisor:** Can view and approve agreement activities they supervise
- **Action Officer:** Can implement agreement activities assigned to them
- **Regular User:** Can implement their own agreement activities

Contribution to System Goals:

Agreement activities measure partnership and collaboration effectiveness:

- Tracks number and type of partnerships established
- Documents agreement terms and commitments
- Records signing parties and their roles
- Measures partnership development progress
- Provides evidence of collaborative approaches
- Supports monitoring of agreement implementation
- Enables assessment of partnership value and impact

Key Features:

- Agreement type categorization
- Signing parties documentation
- Agreement terms and conditions recording
- Signing date tracking

- Agreement document upload
- Partnership value estimation
- Agreement status monitoring
- Renewal and expiration tracking

Feature 6: Input Activity Implementation

Description:

Input distribution management system for seeds, fertilizers, equipment, tools, and other agricultural inputs. Tracks beneficiaries, quantities distributed, input types, and distribution costs.

User Access & Permissions:

- **System Administrator:** Full access to all input activities
- **Supervisor:** Can view and approve input activities they supervise
- **Action Officer:** Can implement input activities assigned to them
- **Regular User:** Can implement their own input activities

Contribution to System Goals:

Input activities are crucial for measuring agricultural support effectiveness:

- Tracks quantity and type of inputs distributed
- Records number of beneficiaries reached
- Measures cost per beneficiary
- Documents input specifications and quality
- Supports impact assessment of input distribution
- Enables analysis of input distribution patterns
- Provides evidence of farmer support programs
- Facilitates cost-effectiveness analysis

Key Features:

- Input type categorization (seeds, fertilizers, equipment, etc.)
- Quantity tracking
- Beneficiary management (beneficiary records)
- Unit cost calculation
- Total distribution cost tracking
- Input specifications documentation
- Distribution location tracking
- Beneficiary count analysis

- Cost per beneficiary calculation

Feature 7: Infrastructure Activity Implementation

Description:

Infrastructure development and construction management system for roads, bridges, buildings, irrigation systems, and other physical infrastructure. Tracks construction details, contractors, costs, and project specifications.

User Access & Permissions:

- **System Administrator:** Full access to all infrastructure activities
- **Supervisor:** Can view and approve infrastructure activities they supervise
- **Action Officer:** Can implement infrastructure activities assigned to them
- **Regular User:** Can implement their own infrastructure activities

Contribution to System Goals:

Infrastructure activities measure physical development effectiveness:

- Tracks infrastructure projects completed
- Documents infrastructure specifications and quality
- Records construction costs and timelines
- Measures infrastructure reach and beneficiaries
- Provides evidence of capital investment
- Supports monitoring of construction progress
- Enables cost-benefit analysis of infrastructure projects
- Facilitates assessment of infrastructure impact on communities

Key Features:

- Infrastructure type categorization (roads, buildings, irrigation, etc.)
- Construction specifications documentation
- Contractor information tracking
- Construction timeline monitoring
- Cost tracking and budget management
- Infrastructure location and GPS coordinates
- Beneficiary community documentation
- Progress photos and documentation
- Quality assurance tracking

Feature 8: Output Activity Implementation

Description:

Output and results management system for tracking deliverables, products, and outcomes of activities. Links outputs to workplan activities and measures achievement against targets.

User Access & Permissions:

- **System Administrator:** Full access to all output activities
- **Supervisor:** Can view and approve output activities they supervise
- **Action Officer:** Can implement output activities assigned to them
- **Regular User:** Can implement their own output activities

Contribution to System Goals:

Output activities are essential for measuring results and achievement:

- Tracks deliverables and products produced
- Measures achievement against planned targets
- Documents output quality and specifications
- Links outputs to strategic plan objectives
- Provides evidence of results achieved
- Supports performance-based monitoring
- Enables results-based reporting
- Facilitates impact assessment

Key Features:

- Output type categorization
- Target vs. actual achievement tracking
- Output specifications documentation
- Quality indicators
- Output verification and evidence
- Linkage to workplan activities
- Performance output tracking
- Results documentation
- Achievement percentage calculation

Feature 9: Activity Status Workflow

Description:

Comprehensive status management system that tracks activities through their lifecycle from creation to completion and evaluation. Implements a five-stage workflow with clear transitions and permissions.

User Access & Permissions:

- **System Administrator:** Can change any activity status
- **Supervisor:** Can approve/reject activities (change from submitted to approved or back to active)
- **Action Officer:** Can submit activities for review (change from active to submitted)
- **Regular User:** Can create activities (pending status) and implement them (active status)

Contribution to System Goals:

Status workflow enables systematic monitoring and quality control:

- **Pending:** Newly created activities awaiting implementation
- **Active:** Activities being implemented or revised
- **Submitted:** Activities submitted for supervisor review
- **Approved:** Activities approved by supervisor
- **Rated:** Activities evaluated by evaluators

This workflow ensures:

- Clear accountability at each stage
- Quality control through supervisor approval
- Progress tracking through status changes
- Performance measurement through evaluation
- Audit trail of activity lifecycle

Key Features:

- Five-stage status workflow
- Status change validation
- Status history tracking
- Email notifications on status changes
- Role-based status permissions
- Status-based filtering and reporting
- Workflow visualization
- Status change audit trail

Feature 10: Activity Linking to Strategic Plans

Description:

System for linking activities to strategic plans (MTDP, NASP, Corporate Plans) to ensure alignment with organizational objectives and enable results-based monitoring.

User Access & Permissions:

- **System Administrator:** Can link activities to any strategic plan
- **Supervisor:** Can link activities they supervise to strategic plans
- **Action Officer:** Can link their activities to strategic plans
- **Regular User:** Can link their activities to strategic plans

Contribution to System Goals:

Strategic plan linkage is critical for measuring contribution to targets:

- Ensures activities align with strategic objectives
- Enables aggregation of results by strategic plan
- Supports results-based reporting
- Facilitates impact assessment
- Measures progress toward strategic targets
- Provides evidence of strategic plan implementation
- Enables resource allocation analysis
- Supports strategic planning cycles

Key Features:

- MTDP plan linkage (strategies, KRAs, indicators)
- NASP plan linkage (objectives, strategies)
- Corporate plan linkage (objectives, KRAs, strategies)
- Multiple plan linkage support
- Plan hierarchy visualization
- Results aggregation by plan
- Strategic alignment reporting
- Target achievement tracking

Workplan Management Features

Workplan management provides the framework for organizing and coordinating activities within defined timeframes and budgets.

Feature 11: Workplan Creation

Description:

Comprehensive workplan creation system that allows users to define work programs with title, description, dates, budget, and supervisor assignment. Workplans serve as containers for organizing related activities.

User Access & Permissions:

- **System Administrator:** Can create workplans for any branch
- **Supervisor:** Can create workplans for their branch
- **Action Officer:** Can create workplans for their branch
- **Regular User:** Can create workplans for their branch

Contribution to System Goals:

Workplans enable organized monitoring and measurement:

- Groups related activities for coordinated implementation
- Establishes timeframes for activity completion
- Sets budget parameters for cost control
- Assigns supervisory responsibility
- Provides framework for progress reporting
- Enables workplan-level performance assessment
- Supports resource planning and allocation
- Facilitates team coordination

Key Features:

- Workplan title and description
- Start and end date definition
- Budget allocation
- Supervisor assignment
- Branch assignment
- Status tracking (draft, in_progress, completed, on_hold)
- Email notification to supervisor on creation
- Workplan code generation
- Activity count tracking
- Budget vs. cost analysis

Feature 12: Workplan Activity Management

Description:

System for adding and managing activities within workplans. Links activities to workplan framework and enables workplan-level monitoring and reporting.

User Access & Permissions:

- **System Administrator:** Can manage activities in any workplan
- **Supervisor:** Can manage activities in workplans they supervise
- **Action Officer:** Can add activities to workplans
- **Regular User:** Can add activities to workplans

Contribution to System Goals:

Workplan activity management enables:

- Organized activity implementation
- Workplan-level progress tracking
- Budget monitoring and control
- Timeline adherence monitoring
- Team coordination
- Supervisor oversight
- Performance assessment by workplan
- Results aggregation

Key Features:

- Activity addition to workplans
- Activity listing by workplan
- Activity count by type
- Budget allocation by activity
- Timeline visualization
- Activity status summary
- Workplan completion percentage
- Activity filtering and search

Feature 13: Workplan Status Management

Description:

Workplan lifecycle management system with four status levels: draft, in_progress, completed, and on_hold. Enables tracking of workplan progress and completion.

User Access & Permissions:

- **System Administrator:** Can change any workplan status
- **Supervisor:** Can change status of workplans they supervise
- **Action Officer:** Can change status of workplans they created
- **Regular User:** Can change status of workplans they created

Contribution to System Goals:

Workplan status tracking enables:

- Progress monitoring at workplan level
- Identification of delayed or stalled workplans
- Resource reallocation based on status
- Performance reporting by status
- Timeline adherence measurement
- Completion rate analysis
- Workplan portfolio management

Key Features:

- Four status levels (draft, in_progress, completed, on_hold)
- Status change validation
- Status history tracking
- Status-based filtering
- Status change notifications
- Status-based reporting
- Completion date tracking
- Status change audit trail

Feature 14: Workplan Email Notifications**Description:**

Automated email notification system that alerts supervisors when new workplans are created and assigned to them. Ensures timely awareness and oversight.

User Access & Permissions:

- **System:** Automatically sends emails when workplans are created
- **Supervisor:** Receives email notifications for assigned workplans

Contribution to System Goals:

Email notifications improve monitoring effectiveness:

- Ensures supervisors are immediately aware of new workplans
- Reduces delays in workplan review and approval
- Improves communication and coordination
- Supports timely oversight and guidance
- Enhances accountability
- Facilitates rapid response to issues

Key Features:

- Automatic email on workplan creation
- Supervisor email address lookup
- Workplan details in email
- Email delivery tracking
- Email template customization
- Notification preferences

User Management Features

User management features control access, permissions, and user lifecycle in the AMIS system.

Feature 15: User Activation Workflow

Description:

Comprehensive user activation system that manages the complete user lifecycle from registration through activation, capability assignment, and access control. Includes email verification and administrator approval.

User Access & Permissions:

- **System Administrator:** Full access to activate, deactivate, and manage all users
- **Other Users:** Cannot access user activation features

Contribution to System Goals:

User activation ensures system security and proper access control:

- Verifies user identity through email confirmation
- Ensures only authorized personnel access the system

- Assigns appropriate capabilities based on roles
- Maintains user accountability through proper registration
- Supports audit trail of user actions
- Enables role-based monitoring and reporting
- Facilitates user performance tracking

Key Features:

- User registration with email verification
- Administrator approval workflow
- Capability assignment (admin, supervisor, evaluator)
- Branch assignment
- User status management (active, inactive, pending)
- Email notifications on activation
- User profile management
- Password reset functionality
- User activity logging

Feature 16: Role-Based Access Control**Description:**

Comprehensive permission system that controls feature access based on user capabilities (is_admin, is_supervisor, is_evaluator) and roles. Implements navigation menu filtering and route protection.

User Access & Permissions:

- **System Administrator:** Access to all features and menus
- **Supervisor:** Access to workplan and supervision features
- **Evaluator:** Access to evaluation features
- **Regular User:** Access to activity creation and reporting features
- **Guest:** Limited read-only access

Contribution to System Goals:

Role-based access control ensures:

- Users only access features relevant to their responsibilities
- Data security and confidentiality
- Proper segregation of duties
- Accountability through role assignment
- Efficient user experience (no clutter from irrelevant features)

- Audit trail by role
- Compliance with organizational policies

Key Features:

- Capability-based menu visibility
 - Route-level access protection
 - Navigation helper functions
 - Filter-based authentication
 - Role validation on every request
 - Permission checking before actions
 - Graceful access denial messages
 - Session-based permission caching
-

Feature 17: User Profile Management

Description:

User profile management system allowing users to view and update their personal information, contact details, and preferences.

User Access & Permissions:

- **All Users:** Can view and edit their own profile
- **System Administrator:** Can view and edit all user profiles

Contribution to System Goals:

User profiles support accountability and communication:

- Maintains accurate user contact information
- Enables effective communication and notifications
- Supports user identification in reports
- Facilitates team coordination
- Provides user context for activity tracking
- Enables personalized user experience

Key Features:

- Personal information management
- Contact details update
- Profile photo upload
- Email address management

- Branch information display
- Role and capability display
- Password change functionality
- Profile viewing by administrators

Administration Features

Administration features provide system-wide configuration and master data management.

Feature 18: Branch Management

Description:

Branch management system for creating and managing organizational branches/divisions. Branches are used to organize users, workplans, and activities by organizational unit.

User Access & Permissions:

- **System Administrator:** Full access to create, edit, and delete branches
- **Other Users:** Can view branch information

Contribution to System Goals:

Branch management enables organizational monitoring:

- Organizes activities by organizational unit
- Enables branch-level performance reporting
- Supports resource allocation by branch
- Facilitates branch comparison and benchmarking
- Enables branch-specific supervision
- Supports organizational structure alignment
- Facilitates decentralized management

Key Features:

- Branch creation and editing
- Branch name and description
- Branch code assignment
- Branch status management
- User assignment to branches
- Branch-level activity filtering

- Branch-level reporting
- Branch hierarchy support

Feature 19: Government Structure Management

Description:

Comprehensive government structure management system for provinces, districts, LLGs (Local Level Governments), and wards. Provides hierarchical location data for activity tracking and reporting.

User Access & Permissions:

- **System Administrator:** Full access to manage government structure
- **Other Users:** Can view and select government structure for activities

Contribution to System Goals:

Government structure enables geographic monitoring:

- Tracks activities by province, district, LLG, and ward
- Enables geographic distribution analysis
- Supports regional performance comparison
- Facilitates location-based reporting
- Enables mapping and visualization
- Supports decentralized planning
- Facilitates regional resource allocation

Key Features:

- Four-level hierarchy (province → district → LLG → ward)
- Structure creation and editing
- Hierarchical relationship management
- Location code assignment
- Geographic data validation
- Location-based filtering
- Location-based reporting
- Map integration support

Feature 20: Region Management

Description:

Region management system for grouping provinces into administrative regions. Supports regional-level planning and reporting.

User Access & Permissions:

- **System Administrator:** Full access to manage regions
- **Other Users:** Can view region information

Contribution to System Goals:

Region management enables higher-level monitoring:

- Groups provinces for regional analysis
- Enables regional performance reporting
- Supports regional resource allocation
- Facilitates regional planning
- Enables regional comparison
- Supports multi-level reporting hierarchy

Key Features:

- Region creation and editing
- Province assignment to regions
- Region name and description
- Region-level reporting
- Region-based filtering
- Regional performance metrics

Feature 21: MTDP Plan Management

Description:

Medium Term Development Plan (MTDP) management system for creating and managing strategic plans with strategies, KRAs (Key Result Areas), and indicators. Provides framework for linking activities to national development priorities.

User Access & Permissions:

- **System Administrator:** Full access to manage MTDP plans
- **Other Users:** Can view and link activities to MTDP plans

Contribution to System Goals:

MTDP management enables strategic alignment:

- Links activities to national development priorities
- Enables measurement of contribution to MTDP targets
- Supports results-based monitoring
- Facilitates strategic reporting
- Enables impact assessment
- Supports evidence-based planning
- Facilitates resource allocation to priorities

Key Features:

- MTDP plan creation (2023-2027, etc.)
- Strategy management
- KRA (Key Result Area) management
- Indicator management
- Investment tracking
- Specific area management
- Hierarchical structure (Plan → Strategy → KRA → Indicator)
- Activity linkage to MTDP elements
- MTDP-based reporting
- Target vs. achievement tracking

Feature 22: NASP Plan Management

Description:

National Agriculture Sector Plan (NASP) management system for creating and managing sector-specific strategic plans with objectives and strategies. Provides framework for agricultural sector planning and monitoring.

User Access & Permissions:

- **System Administrator:** Full access to manage NASP plans
- **Other Users:** Can view and link activities to NASP plans

Contribution to System Goals:

NASP management enables sector-specific monitoring:

- Links activities to agricultural sector priorities
- Enables measurement of sector plan achievement

- Supports sector-specific reporting
- Facilitates agricultural policy implementation tracking
- Enables sector performance assessment
- Supports evidence-based sector planning

Key Features:

- NASP plan creation
- Objective management
- Strategy management
- Hierarchical structure (Plan → Objective → Strategy)
- Activity linkage to NASP elements
- NASP-based reporting
- Sector target tracking
- Strategy implementation monitoring

Feature 23: Corporate Plan Management**Description:**

Corporate Plan management system for creating and managing organizational strategic plans with objectives, KRAs, and strategies. Provides framework for organizational planning and performance monitoring.

User Access & Permissions:

- **System Administrator:** Full access to manage corporate plans
- **Other Users:** Can view and link activities to corporate plans

Contribution to System Goals:

Corporate plan management enables organizational monitoring:

- Links activities to organizational objectives
- Enables measurement of organizational performance
- Supports organizational strategic reporting
- Facilitates organizational planning cycles
- Enables performance-based management
- Supports evidence-based decision making

Key Features:

- Corporate plan creation

- Objective management
- KRA (Key Result Area) management
- Strategy management
- Hierarchical structure (Plan → Objective → KRA → Strategy)
- Activity linkage to corporate plan elements
- Corporate plan reporting
- Organizational target tracking
- Performance dashboard

Reporting Features

Comprehensive reporting suite providing multi-dimensional analysis and insights across all system modules.

Feature 24: Corporate Plan Reports

Description:

Comprehensive reporting system for Corporate Plan implementation showing activities linked to objectives, KRAs, and strategies. Provides hierarchical visualization and progress tracking.

User Access & Permissions:

- **System Administrator:** Full access to all corporate plan reports
- **Supervisor:** Can view corporate plan reports for their branch
- **Regular User:** Can view corporate plan reports for their activities

Contribution to System Goals:

Corporate plan reports measure organizational performance:

- Shows activities contributing to each objective
- Measures progress toward KRA targets
- Tracks strategy implementation
- Provides evidence of corporate plan execution
- Enables performance-based management
- Supports strategic decision making
- Facilitates organizational accountability

Key Features:

- Hierarchical report structure (Plan → Objective → KRA → Strategy → Activities)

- Activity count by corporate plan element
 - Budget and cost analysis by element
 - Timeline visualization
 - Progress percentage calculation
 - Filtering by date range and branch
 - Export functionality
 - Visual hierarchy display
-

Feature 25: HR Reports

Description:

Human Resources reporting system showing user statistics, branch distribution, role distribution, and user activity metrics.

User Access & Permissions:

- **System Administrator:** Full access to all HR reports
- **Supervisor:** Can view HR reports for their branch
- **Other Users:** Limited access to HR reports

Contribution to System Goals:

HR reports support workforce monitoring:

- Tracks user distribution by branch
- Shows role and capability distribution
- Measures user activity levels
- Identifies capacity gaps
- Supports workforce planning
- Facilitates training needs assessment
- Enables performance management

Key Features:

- User count by branch
- Role distribution analysis
- Capability distribution (admin, supervisor, evaluator)
- User status summary (active, inactive, pending)
- User activity metrics
- Branch staffing levels
- User registration trends

- Activation rate tracking

Feature 26: NASP Reports

Description:

National Agriculture Sector Plan reporting system showing activities linked to NASP objectives and strategies. Provides sector-specific performance analysis.

User Access & Permissions:

- **System Administrator:** Full access to all NASP reports
- **Supervisor:** Can view NASP reports for their branch
- **Regular User:** Can view NASP reports for their activities

Contribution to System Goals:

NASP reports measure sector plan implementation:

- Shows activities contributing to sector objectives
- Tracks strategy implementation progress
- Measures sector target achievement
- Provides evidence of sector plan execution
- Supports sector policy monitoring
- Facilitates sector performance assessment
- Enables evidence-based sector planning

Key Features:

- Hierarchical report structure (Plan → Objective → Strategy → Activities)
- Activity count by NASP element
- Budget and cost analysis by element
- Sector performance metrics
- Timeline visualization
- Filtering by date range and branch
- Mind map visualization
- Export functionality

Feature 27: Workplan Reports

Description:

Comprehensive workplan reporting system showing workplan details, activities, budget vs. cost analysis, and completion status. Provides workplan-level performance monitoring.

User Access & Permissions:

- **System Administrator:** Full access to all workplan reports
- **Supervisor:** Can view reports for workplans they supervise
- **Action Officer:** Can view reports for their workplans
- **Regular User:** Can view reports for their workplans

Contribution to System Goals:

Workplan reports enable organized monitoring:

- Tracks workplan implementation progress
- Measures budget adherence
- Shows activity completion rates
- Identifies delayed or stalled workplans
- Supports resource allocation decisions
- Facilitates supervisor oversight
- Enables team performance assessment

Key Features:

- Workplan summary statistics
- Activity listing by workplan
- Activity type breakdown
- Budget vs. cost analysis
- Timeline visualization
- Completion percentage calculation
- Status distribution
- Filtering by date range, branch, and status
- Export functionality
- Detailed activity information

Feature 28: Activities Maps Reports

Description:

Geographic visualization system showing activity locations on interactive maps. Provides spatial analysis of activity distribution across provinces, districts, and LLGs.

User Access & Permissions:

- **System Administrator:** Full access to all activity maps
- **Supervisor:** Can view maps for their branch activities
- **Regular User:** Can view maps for their activities

Contribution to System Goals:

Activity maps enable geographic monitoring:

- Visualizes activity distribution across regions
- Identifies geographic coverage gaps
- Supports regional planning
- Facilitates resource allocation by location
- Enables spatial analysis of interventions
- Supports evidence-based geographic targeting
- Facilitates regional comparison

Key Features:

- Interactive map visualization
- Activity markers by location
- Province-level aggregation
- District-level aggregation
- LLG-level aggregation
- Activity type filtering
- Date range filtering
- Activity count by location
- Map legend and controls
- Location-based statistics

Feature 29: MTDP Reports

Description:

Medium Term Development Plan reporting system with mind map visualization showing activities linked to MTDP strategies, KRAs, and indicators. Provides comprehensive national development plan monitoring.

User Access & Permissions:

- **System Administrator:** Full access to all MTDP reports
- **Supervisor:** Can view MTDP reports for their branch
- **Regular User:** Can view MTDP reports for their activities

Contribution to System Goals:

MTDP reports measure national development contribution:

- Shows activities contributing to national priorities
- Tracks KRA achievement
- Measures indicator progress
- Provides evidence of MTDP implementation
- Supports national development monitoring
- Facilitates impact assessment
- Enables evidence-based national planning

Key Features:

- Mind map visualization of MTDP hierarchy
- Activity count by MTDP element
- Budget and cost analysis by element
- Indicator target vs. achievement tracking
- Investment tracking
- Specific area analysis
- Timeline visualization
- Filtering by date range and branch
- Interactive mind map navigation
- Export functionality

Feature 30: Government Structure Reports**Description:**

Government structure reporting system showing activity distribution across provinces, districts, LLGs, and wards. Provides administrative hierarchy analysis.

User Access & Permissions:

- **System Administrator:** Full access to all government structure reports
- **Supervisor:** Can view reports for their branch
- **Regular User:** Can view reports for their activities

Contribution to System Goals:

Government structure reports enable administrative monitoring:

- Tracks activity distribution by administrative level
- Measures coverage across government structure
- Identifies administrative gaps
- Supports decentralized planning
- Facilitates administrative comparison
- Enables evidence-based administrative targeting

Key Features:

- Four-level hierarchy reporting (Province → District → LLG → Ward)
- Activity count by administrative level
- Budget and cost analysis by level
- Administrative coverage analysis
- Hierarchical visualization
- Filtering by date range and branch
- Export functionality
- Administrative performance metrics

Statistics & Analytics Features

Real-time statistics and analytics providing comprehensive insights and data visualization.

Feature 31: Statistics Dashboard

Description:

Comprehensive statistics dashboard with real-time metrics, charts, and analytics. Provides at-a-glance view of system-wide performance with interactive visualizations using Chart.js.

User Access & Permissions:

- **System Administrator:** Full access to all statistics
- **Supervisor:** Can view statistics for their branch
- **Regular User:** Can view statistics for their activities

Contribution to System Goals:

Statistics dashboard enables real-time monitoring:

- Provides instant visibility of key metrics
- Tracks activity implementation trends
- Measures budget utilization
- Shows activity type distribution
- Identifies top performers
- Supports data-driven decision making
- Facilitates rapid response to issues
- Enables performance benchmarking

Key Features:

- **Summary Cards:**
 - Total workplans count
 - Total activities count
 - Total budget allocated
 - Total cost incurred
 - Activity counts by type (7 types)
 - Cost by activity type
- **Activity Status Breakdown:**
 - Pending activities count
 - Active activities count
 - Submitted activities count
 - Approved activities count
 - Rated activities count
 - Total activities count
- **Interactive Charts (Chart.js 4.4.0):**
 - Province Distribution Chart (Horizontal Bar Chart) - Top 10 provinces by activity count
 - Activity Type Distribution Chart (Doughnut Chart) - 7 activity types with color coding
 - Monthly Trends Chart (Dual-Axis Line Chart) - 12-month activity count and cost trends
- **Top Performers:**
 - Top 5 supervisors by activity count
 - Top 5 action officers by activity count
- **Filtering:**
 - Date range filtering (from/to dates)
 - Branch filtering
 - Respects user permissions (admin sees all, supervisor sees branch, user sees own)
- **Visual Design:**
 - Color-coded status cards
 - Icon-based indicators
 - Responsive grid layout
 - Interactive hover tooltips

- Smooth animations
- Professional color scheme

Feature 32: Dashboard Landing Page

Description:

Personalized dashboard landing page showing user-specific metrics, pending tasks, completed tasks, and quick access to key features.

User Access & Permissions:

- **All Users:** Access to personalized dashboard based on their role

Contribution to System Goals:

Dashboard landing page improves user efficiency:

- Shows personalized metrics relevant to user role
- Highlights pending tasks requiring attention
- Displays completed tasks for motivation
- Provides quick access to frequently used features
- Improves user productivity
- Facilitates task prioritization
- Supports timely action on pending items

Key Features:

- User-specific metrics
- Pending tasks count (activities awaiting approval for supervisors, pending activities for users)
- Completed tasks count (approved/rated activities)
- My workplans listing
- Role-based content display
- Quick action buttons
- Recent activity feed
- Personalized welcome message

SME Management Features

Small and Medium Enterprise (SME) management features for tracking agricultural enterprises and their staff.

Feature 33: SME Registration & Management

Description:

Comprehensive SME management system for registering and tracking small and medium agricultural enterprises. Includes SME profile management, location tracking, and contact information.

User Access & Permissions:

- **System Administrator:** Full access to create, edit, and delete SMEs
- **Other Users:** Can view SME information

Contribution to System Goals:

SME management supports enterprise development monitoring:

- Tracks number of SMEs supported
- Documents SME locations and coverage
- Records SME contact information
- Enables SME-focused activity planning
- Supports SME performance tracking
- Facilitates SME impact assessment
- Enables SME network development

Key Features:

- SME registration with detailed information
- Province, district, LLG, and village location tracking
- GPS coordinates for mapping
- SME description and business information
- Contact details management
- Logo upload and display
- SME status management (active, inactive)
- Status change tracking with remarks
- SME listing and search
- SME profile viewing
- SME editing and updates
- Soft delete functionality

Feature 34: SME Staff Management

Description:

Staff management system for SMEs allowing registration and tracking of SME employees, their roles, and contact information.

User Access & Permissions:

- **System Administrator:** Full access to manage SME staff
- **Other Users:** Can view SME staff information

Contribution to System Goals:

SME staff management supports capacity tracking:

- Tracks SME employment creation
- Documents staff roles and responsibilities
- Records staff contact information
- Enables staff capacity building planning
- Supports SME human resource assessment
- Facilitates staff training needs identification

Key Features:

- Staff registration for each SME
- First name, last name, and gender tracking
- Date of birth recording
- Designation/role assignment
- Contact details (phone, email)
- ID photo upload
- Staff status management (active, inactive)
- Staff listing by SME
- Staff profile viewing
- Staff editing and updates
- Soft delete functionality

Duty Instructions Features

Duty instructions features enable task assignment, monitoring, and tracking of specific work instructions.

Feature 35: Duty Instruction Creation & Management

Description:

Comprehensive duty instruction system for creating and managing work assignments with detailed instructions, deadlines, and supervisor oversight. Links duty instructions to workplans for organized task management.

User Access & Permissions:

- **System Administrator:** Full access to all duty instructions
- **Supervisor:** Can view and manage duty instructions for their supervised workplans
- **Action Officer:** Can create and manage their own duty instructions
- **Regular User:** Can create and manage their own duty instructions

Contribution to System Goals:

Duty instructions enable detailed task monitoring:

- Breaks down activities into specific tasks
- Assigns clear responsibilities
- Sets deadlines for task completion
- Enables task-level progress tracking
- Supports detailed work planning
- Facilitates supervisor oversight of specific tasks
- Improves accountability at task level
- Enables granular performance measurement

Key Features:

- Duty instruction creation linked to workplans
- Duty instruction number assignment
- Duty instruction title and description
- Supervisor assignment
- User (action officer) assignment
- Status management (active, completed, cancelled)
- Creation and update tracking
- Duty instruction listing and filtering
- Duty instruction viewing
- Duty instruction editing
- Soft delete functionality

Feature 36: Duty Instruction Items Management

Description:

Detailed instruction items system for breaking down duty instructions into specific tasks with instruction numbers, descriptions, and remarks. Enables granular task tracking.

User Access & Permissions:

- **System Administrator:** Full access to all duty instruction items
- **Supervisor:** Can view duty instruction items for supervised duty instructions
- **Action Officer:** Can create and manage items for their duty instructions
- **Regular User:** Can create and manage items for their duty instructions

Contribution to System Goals:

Duty instruction items enable detailed task breakdown:

- Provides step-by-step task instructions
- Enables tracking of individual task components
- Supports detailed progress monitoring
- Facilitates clear communication of requirements
- Improves task completion quality
- Enables granular performance assessment

Key Features:

- Instruction item creation for each duty instruction
- Instruction number assignment
- Instruction description
- Remarks and notes
- Item listing by duty instruction
- Item viewing
- Item editing and updates
- Creation and update tracking
- Soft delete functionality

Evaluation & Rating Features

Evaluation and rating features enable quality assessment and performance measurement of implemented activities.

Feature 37: Activity Evaluation System

Description:

Comprehensive evaluation system for M&E (Monitoring & Evaluation) evaluators to access all workplans, view activities, and rate activity quality and effectiveness. Provides percentage-based rating with detailed remarks.

User Access & Permissions:

- **System Administrator:** Full access to evaluate all activities
- **Evaluator:** Can evaluate all activities across the system (is_evaluator = 1)
- **Other Users:** Cannot access evaluation features

Contribution to System Goals:

Activity evaluation is critical for measuring effectiveness:

- Assesses quality of activity implementation
- Measures achievement of activity objectives
- Provides independent quality assurance
- Identifies areas for improvement
- Supports evidence-based decision making
- Enables performance-based management
- Facilitates learning and improvement
- Provides accountability for results

Key Features:

- Access to all workplans across the system
- Workplan listing with details (title, branch, supervisor, dates, status)
- Activity listing by workplan
- Activity details viewing (code, title, target output, budget, status)
- Linked activities (outputs) viewing
- Implementation details review
- Percentage-based rating (0-100%)
- Rating remarks and feedback
- Rating history tracking
- Rated by and rated at tracking
- Rating update capability
- Evaluation status tracking (rated vs. not rated)

Feature 38: Workplan Activity Rating

Description:

Rating system specifically for workplan activities, allowing evaluators to assess activities linked to workplans and provide performance ratings.

User Access & Permissions:

- **System Administrator:** Can rate all workplan activities
- **Evaluator:** Can rate all workplan activities
- **Other Users:** Cannot rate workplan activities

Contribution to System Goals:

Workplan activity rating enables:

- Assessment of workplan implementation quality
- Measurement of workplan effectiveness
- Identification of high-performing workplans
- Recognition of successful approaches
- Identification of improvement areas
- Support for evidence-based planning
- Facilitation of best practice sharing

Key Features:

- Workplan activity listing
- Activity output viewing
- Rating percentage input (0-100%)
- Rating remarks input
- Rating submission
- Rating update capability
- Rated by tracking
- Rated at timestamp
- Rating history
- Rating status indicator

Feature 39: Activity Output Evaluation

Description:

Evaluation system for activity outputs (linked activities) allowing assessment of deliverables and results achieved through activity implementation.

User Access & Permissions:

- **System Administrator:** Can evaluate all activity outputs
- **Evaluator:** Can evaluate all activity outputs
- **Supervisor:** Can view outputs for activities they supervise
- **Other Users:** Can view outputs for their activities

Contribution to System Goals:

Output evaluation measures results achievement:

- Assesses deliverables produced
- Measures target achievement
- Evaluates output quality
- Provides evidence of results
- Supports results-based management
- Enables impact assessment
- Facilitates performance reporting

Key Features:

- Output listing by activity
- Output details viewing
- Implementation details review
- Output rating capability
- Rating remarks
- Output status tracking
- Achievement percentage calculation
- Output verification

Supervision Features

Supervision features enable supervisors to oversee workplans and activities, approve submissions, and provide guidance.

Feature 40: Supervised Activities Management

Description:

Comprehensive supervision system allowing supervisors to view and manage all activities assigned to them for supervision. Provides oversight of activity implementation and approval workflow.

User Access & Permissions:

- **System Administrator:** Can view all supervised activities
- **Supervisor:** Can view and manage activities they supervise (is_supervisor = 1)
- **Other Users:** Cannot access supervised activities features

Contribution to System Goals:

Supervised activities enable quality control:

- Ensures activities meet quality standards before approval
- Provides guidance and feedback to action officers
- Identifies issues early in implementation
- Supports timely intervention when needed
- Improves activity implementation quality
- Facilitates knowledge transfer
- Enables performance coaching

Key Features:

- Listing of all activities assigned to supervisor
- Activity filtering by status (pending, active, submitted, approved, rated)
- Activity filtering by type (7 activity types)
- Activity filtering by date range
- Activity details viewing
- Implementation details review
- Activity approval capability
- Activity rejection capability (send back for revision)
- Feedback and remarks provision
- Status change tracking
- Email notifications on status changes
- Activity count by status
- Supervisor dashboard

Feature 41: Activity Approval Workflow**Description:**

Approval workflow system enabling supervisors to review submitted activities and either approve them or send them back for revision. Implements quality control gate in activity lifecycle.

User Access & Permissions:

- **System Administrator:** Can approve any activity
- **Supervisor:** Can approve activities they supervise
- **Other Users:** Cannot approve activities

Contribution to System Goals:

Approval workflow ensures quality:

- Validates activity implementation before marking as complete
- Ensures activities meet standards and requirements
- Provides quality assurance checkpoint
- Enables supervisor feedback and guidance
- Improves overall activity quality
- Supports accountability
- Facilitates continuous improvement

Key Features:

- Review of submitted activities (status = 'submitted')
- Approval action (changes status to 'approved')
- Rejection action (changes status back to 'active' for revision)
- Feedback and remarks provision
- Approval timestamp tracking
- Approved by tracking
- Email notifications on approval/rejection
- Approval history
- Bulk approval capability (future enhancement)

Feature 42: Workplan Supervision

Description:

Workplan-level supervision system allowing supervisors to oversee entire workplans, monitor progress, and provide guidance on workplan implementation.

User Access & Permissions:

- **System Administrator:** Can supervise all workplans
- **Supervisor:** Can supervise workplans assigned to them
- **Other Users:** Cannot access workplan supervision features

Contribution to System Goals:

Workplan supervision enables coordinated monitoring:

- Provides oversight of related activities as a group
- Monitors workplan-level progress
- Identifies workplan-level issues
- Supports coordinated intervention
- Facilitates team guidance
- Enables workplan-level performance assessment
- Supports resource allocation decisions

Key Features:

- Listing of supervised workplans
- Workplan details viewing
- Activity listing by workplan
- Workplan progress monitoring
- Budget vs. cost tracking
- Timeline adherence monitoring
- Workplan status management
- Supervisor feedback provision
- Workplan-level reporting
- Email notifications on workplan events

Feature Access Matrix

The following table summarizes feature access by user role:

Feature Category	System Admin	Supervisor	Evaluator	Action Officer	Regular User	Guest
Activity Management	Full	Create & Supervise	View	Create & Implement	Create & Implement	View Limited
Workplan Management	Full	Create & Supervise	View	Create	Create	View Limited
User Management	Full	View	View	View	View Own	No Access
Administration	Full	View	View	View	View	No Access
Reporting	Full	Branch Level	View	Own Activities	Own Activities	Limited
Statistics	Full	Branch Level	View	Own Activities	Own Activities	Limited
SME Management	Full	View	View	View	View	No

						Access
Duty Instructions	Full	Supervise	View	Create & Manage	Create & Manage	No Access
Evaluation	Full	No Access	Full	No Access	No Access	No Access
Supervision	Full	Full	No Access	No Access	No Access	No Access

System Integration

AMIS features are integrated to provide seamless workflow and comprehensive monitoring:

1. Strategic Planning Integration

- Activities link to MTDP, NASP, and Corporate Plans
- Reports aggregate activities by strategic plan elements
- Enables measurement of strategic plan implementation
- Supports results-based monitoring

2. Workplan-Activity Integration

- Activities are organized within workplans
- Workplan-level monitoring and reporting
- Budget and timeline coordination
- Supervisor oversight at workplan level

3. Location-Based Integration

- Activities tracked by province, district, LLG, ward
- Geographic reporting and analysis
- Map visualization of activity distribution
- Regional performance comparison

4. User-Role Integration

- Role-based access control across all features
- Capability-based menu visibility
- Permission-based data filtering

- User-specific dashboards and reports

5. Status Workflow Integration

- Consistent status workflow across activities
- Status-based filtering and reporting
- Email notifications on status changes
- Audit trail of status changes

6. Evaluation-Implementation Integration

- Evaluators access all implemented activities
- Rating linked to activity records
- Evaluation results in reports
- Performance-based monitoring

7. Supervision-Implementation Integration

- Supervisors oversee assigned activities
- Approval workflow for quality control
- Supervisor feedback to action officers
- Supervision metrics in reports

Conclusion

AMIS provides a comprehensive suite of 42+ features organized into 10 major categories, all working together to achieve the system's primary goal: **Monitor and Measure the effectiveness of activities implemented and how they contribute to achieving the targets in the plans.**

Each feature is designed with specific user roles in mind, ensuring appropriate access control while enabling collaboration across the organization. The integrated nature of the features ensures that data flows seamlessly from planning through implementation, monitoring, evaluation, and reporting.

The system supports evidence-based decision making through:

- Real-time statistics and analytics
- Comprehensive reporting across multiple dimensions
- Geographic and administrative analysis
- Strategic plan alignment tracking
- Performance evaluation and rating



AMIS – FEATURES DOCUMENTATION

- Quality control through supervision and approval workflows

AMIS empowers the Department of Agriculture and Livestock to effectively manage agricultural interventions, track performance, and demonstrate results toward national development goals.

Document End

This AMIS Features documentation is written by the developer Noland Gande. Email: nolsgande@gmail.com

