

Updating Jobs and End of Project Indicators for Completed Projects

Quick Guide



This guide will help you through the process for entering Jobs figures and End of Project Indicators for completed projects on the LEADER CRM system, and help you avoid some of the common data quality issues that can occur.

More detailed guidance documents on all aspects of the system are available on the Pobal website in the [LEADER Resources](#) section under Performance Monitoring Guidance.

(1) Jobs figures

When entering figures for Anticipated and Actual Jobs Created and Sustained please ensure that the FTE (Full Time Equivalent) figure equates with the associated number of jobs entered. There is an excel-based calculator available on the Pobal website in the [LEADER Resources](#) section under Performance Monitoring Guidance to assist in calculating FTE figures.

The screenshot below shows examples of how this has been done correctly and incorrectly.

Actual Job						Actual Jobs		
Actual Jobs Created & Sustained								
General								
New Jobs Created								
New Full-Time Male *	0	New Part-Time Male *	0	New Seasonal Male *	0	New FTE Male *	0.00	
New Full-Time Female *	1	New Part-Time Female *	1	New Seasonal Female *	0	New FTE Female *	1.25	
							New FTE Total *	1.25
Existing Jobs Sustained								
Existing Full-Time Male *	0	Existing Part-Time Male *	0	Existing Seasonal Male *	0	Existing FTE Male *	0.00	
Existing Full-Time Female *	2	Existing Part-Time Female *	1	Existing Seasonal Female *	0	Existing FTE Female *	3.00	
							Existing FTE Total *	3.00
Note: Please enter zero where there are no jobs.								

Correct: In the green box we see that one full time staff member plus one part time staff member (working ¼ of a week) is equal to 1.25 FTE.

Incorrect: In the red box we see that two full time staff members and one part time staff member are counted as 3 FTEs which is incorrect. The part time staff cannot be counted as one FTE.

Please try to enter this information as projects conclude in order to avoid any issues at end of year. There is a view in CRM "Jobs (Projects Completed in [Year])" showing any projects ending in each particular year.

(2) End of Project Indicators

There are a number of End of Project Indicators that have to be entered depending on the type of project, see the following table as a reference. Please try to enter this information as projects conclude in order to avoid any issues at end of year.

Indicator	Questions Asked	Sub-Theme	Project Type	Applicant Type
Number of Visitors for Rural Tourism projects	Number of Annual visitors <u>before</u> LEADER funding; Number of Annual visitors <u>after</u> the LEADER funding <u>Increased</u> Number of Annual Visitors	Rural Tourism	Any	Community Private
		Rural Tourism	Not Training	Hard To Reach Communities
Number of People availing of Services for Hard To Reach Communities	Number of Hard To Reach Individuals who availed of Service Annually	Basic Services for Hard To Reach Communities	Any	Community Private
		Basic Services for Hard To Reach Communities	Not Training	Hard To Reach Communities
		Enterprise Development, Rural Towns, Broadband, Water Resources, Local Biodiversity, Renewable Energy	Any	Hard To Reach Communities
Number of Young People participating in Rural Youth projects	Number of young people benefitting from the service annually	Rural Youth	Any	Any
Number of Participants in Training projects	Number of participants who completed Training	Any	Training	Community Private

* For Training projects please ensure that the value entered for the ‘number of participants who completed training’ refers to the number of **unique individuals that attended training**.

(3) Population Benefitting

When providing a figure for the question “indicate the population that will benefit from this service” please ensure that this refers to how many **unique individuals are directly benefitting** from the service rather than, for example, a region’s population. E.g. If a new gym was opened the number of people benefitting would be the people using the gym rather than the population of a town that the gym is available to.

Indicate the population that will benefit from this service