AfricaRice
Rice science at the service of Africa
La science rizicole au service de l'Afrique

AFRIQU*e-learning*

Practical Guide

Data sheet checklist

Objectives of the guide

This guide will help the technicians who collect the data to get an overview of all the data to be collected. It includes the list of technical sheets for each stage of the inland valleys developments.

With this list, the technician can manage the data collection on up to 20 inland valleys. He will tick each sheet that has been collected, for each inland valley, and will be able to assess the work done and what remains to be done.

This guide first explains how to use the list, then gives you a blank copy of the list to print.

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Instructions:

With this tool, technicians and supervisors can track their work and deliverables. It makes it possible to follow up to 20 inland valleys.

Start by writing the name of the inland valley at the top **(A)** and for each data sheet **(B)**, in rows, tick in the column of the concerned inland valley when it has been completed and submitted **(C)**.

Tick the top row **(D)** for each inland valley when all the data sheets for that inland valley have been completed and submitted.

Phase	Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Completed			X																	
Phase	Inland valley name	Gbêzé inland valley	Enagnon inland valley	Gbédokpo inland valley																	
Exploratory phase	Inland valley exploration	X	X	X																	
Exploratory phase	Processing and inland valley preselection	X	X	X																	
Identification phase	List of attendance	X		X																	
Identification phase	Meeting report	X		X																	
Identification phase	Inland valley identification	X		X																	
Identification phase	Processing and inland valley preselection	X		X																	
Selection phase	Actual inland valley selection			X																	
Selection phase	List of attendance			X																	
Selection phase	Meeting report			X																	
Selection phase	Processing and file constitution			X																	
Selection phase	Final ranking of inland valleys			X																	

Data sheet checklist

First name	
Last name	

	Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Completed																				
Phase	Inland valley name																				
Exploratory phase	Inland valley exploration																				
	Processing																				
Identification phase	Attendance list																				
	Meeting report																				
	Inland valley identification																				
	Processing																				
Selection phase	Actual selection of inland valleys																				
	Attendance list																				
	Meeting report																				
	Processing																				
	Final ranking of inland valleys																				
Inland valley development phase	Information expected from the site visit																				
	Map of the inland valley																				
	Land development plan																				
	Development progress report																				