**Checklist for Web Platform (Project ACT)**

**Pre-Competition**

 **1.**      **Having the competition platform up and running (public site)**

* Setting up forms to accept user’s  input
* Having an acceptable and functional website design
* Allowing user’s upload documents and files
* Content must be uploaded and font type and size must be consistent
* All links are working fine

**Post-Competition**

**2.**      **Having the marking platform up and running**

* Markers should be able to grade applicants online
* Markers should be able to save work and continue at a different time
* IT team must be able to create markers on the platform
* Markers should be able to change their passwords
* System should not allow more than one marker to access an application (consider locking to a user)
* System to perform online screening (pre-qualification and assessment). This will allow Panel of Assessors see only the pre-qualified applications and score accordingly.
* An email should be automatically generated to Project ACT team - both when individuals and all assessors have completed their scoring. A summary sheet of their aggregated marks should be generated for the team to determine to whom to disburse
* Allocated marks can be saved
* System must check that a marker cannot allocate grades above predefined score (i.e. If a question weighs only 5 marks, a marker should not be able to allocate 6 or above)

**Post-Award**

**3.**      **Having the M&E / Database up and running**

* System should allow team to create users and allocate access properly
* Gender, Age categories: below 20, 20-30, 30-40, 40-50, over 50
* State of candidate (residence and birth)
* National / Overseas training
* Category of training (as by list)
* Duration of training (categories: up to 1, up to 3, up to 6 and up to 9 months)
* Number of applicants per training category
* Number of successful applicants per training category
* Number of applications passed / failed
* Membership in a Nigerian film-related association: yes or no
* Membership to an international film-related association: yes or no
* Average grant value requested per participant (including max and min requested)
* Average grant value granted per participant (including max and min granted)
* Percentage of funds allocated
* Percentage of funds disbursed