



# WebMo

Monitoring and Collaboration



Discover modern tools for  
development cooperation

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# Imprint

## **WebMo – Monitoring and Collaboration**

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# Why WebMo?



The idea that a job in the field of international development will provide a sense of fulfillment and existential meaning is widespread. However, daily routine often looks quite different: Instead of working with beneficiaries or partner organizations towards a better world and future, many end up with lots of administrative work and institutional coordination: hundreds of emails that need to be handled, combined with inefficient working tools. True, we need IT to communicate and manage our daily tasks. But are you using the right IT solution that really solves your problems? This is why we developed WebMo.

## Robert Heine

Founder and CEO of energypedia consult and energypedia non-profit

WebMo is a powerful and flexible software for monitoring and collaboration. It is designed for organizations and projects in the field of development cooperation and improves project and knowledge management significantly. Adapted to the needs of development professionals, it is easy to handle even without any special IT knowledge.



## Highlights

### Monitoring

- ✿ WebMo supports your monitoring from data collection to reporting.
- ✿ Perfect home for all your monitoring data: results, indicators, milestones, etc.
- ✿ WebMo supports “Theory of Change” and LogFrame
- ✿ Dashboards and visualizations.
- ✿ WebMo is available in many languages.

### Collaboration

- ✿ Everyone involved collaboratively works in the same system.
- ✿ Many tools for collaboration improve your teamwork and knowledge management.
- ✿ Stakeholder Management System
- ✿ Databases for publications, consultants, projects, etc.
- ✿ Joint Agenda and ToDo lists for your team

As every organization or project has different requirements for monitoring and collaboration, WebMo offers a wide range of options which can be combined to create a unique, customized system. Feel free to mix & match your results-based monitoring with our various tools.

## What our clients say



*“WebMo combines issues such as proposal drafting, project management and monitoring - and thus replaces existing isolated solutions. The results-focused and competent staff of energypedia consult and their experience in the context of development policy were and are key factors for the great success of our WebMo.”*



*“Highly customer and result-oriented! Working together has been and still is fantastic. We absolutely recommend energypedia consult as a company and WebMo as an online data monitoring and reporting tool.”*

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# Our Approach

Energypedia consult is an innovative IT and consultancy company with its roots in international development cooperation. We know and understand the needs of this sector. We develop web-based solutions which carefully adapt to *your* requirements – not the other way around! We promote the use of open-source software. This means that our customers have full access to the source code and can work on it themselves or hire local IT specialists.

## Our Services

<p><b>Collaboration</b></p> <p><i>Want to spend less time with emails, searching for files and information?</i></p>  <p>Our consultancy and modern tools for collaboration save your time for the important things – your results.</p> <p>Joint Agenda Consultants Database Event Management Project Database Stakeholder Management File Sharing Video Conference Team Calendar To-Do Lists Agile Management Operations Manual</p>	<p><b>One-Stop-Monitoring</b></p> <p><i>Don't worry about monitoring: We support you from A to Z!</i></p> <p>Monitoring Consultancy M&amp;E Training and Webinars</p>  <p>Online Surveys Offline Survey App Monitoring with Excel</p>	<p><b>Energy Access</b></p> <p><i>Energy access is one of the key challenges in developing countries!</i></p>  <p>We support organizations and projects with:</p> <ul style="list-style-type: none"> <li>• Market Development Studies</li> <li>• Surveys</li> <li>• Evaluations</li> <li>• Public Relations</li> </ul>
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One of our areas of expertise is Monitoring and Evaluation (M&E). We coach you along the whole process of setting up an M&E system from developing results and indicators, to collecting data and finding the right IT tool to manage them (we call it "One-Stop-Monitoring").

With our tailor-made software solutions you can easily and efficiently organize a wide variety of processes – from results monitoring and knowledge management to project administration. Our module-based approach provides you with the functions you need for your project, organization or network. In addition to the tools we offer, there are many other open source solutions for collaboration available (e.g. for file sharing, video conferences), which we are happy to set up for you. We will of course advise you before and during the installation of your customized platform and will always be available for questions and new ideas afterwards.



With our profits we support the platform [www.energypedia.info](http://www.energypedia.info), thereby promoting worldwide knowledge exchange on renewable energy in developing countries.

# WebMo - The Monitoring Tool



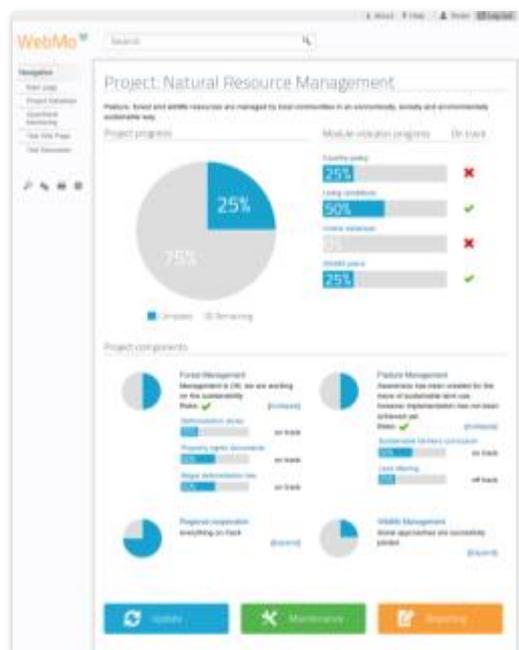
WebMo – The Monitoring Tool is designed for organizations and projects in the field of development cooperation. WebMo is the perfect tool to present your project results and impacts to your donors, partners and

the general public. WebMo helps you manage your monitoring data in a single user-friendly system. With WebMo you always have relevant information ready at hand for management as well as reporting and evaluation. You can use WebMo for a single project or even multiple projects.

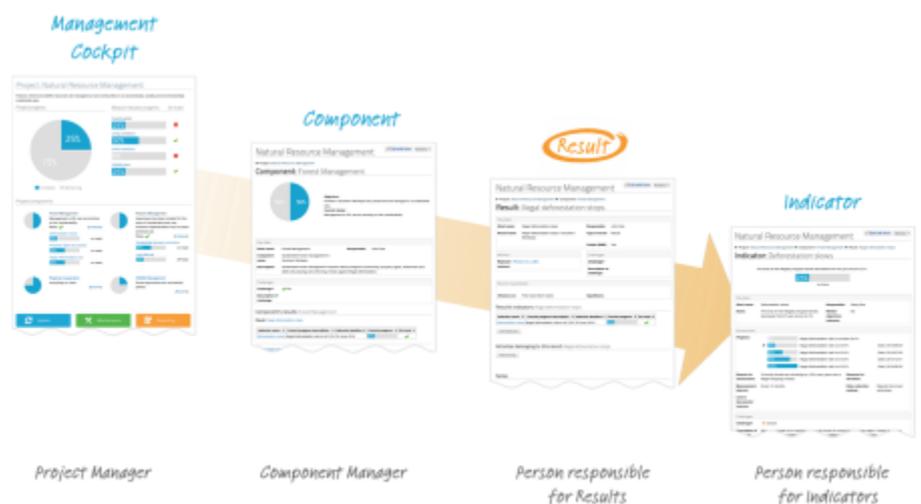
**Would you like to monitor your project in an efficient and transparent way?**

## Highlights

- ✿ The heart of WebMo is the management cockpit, which summarizes the progress of your project.
- ✿ Overviews and visualizations facilitate evidence-based decision-making throughout the entire project management cycle and are suitable for reporting purposes.
- ✿ Everyone involved in the monitoring process collaboratively works in the same system – even across countries or organizations.
- ✿ You always work in the latest version of your system.
- ✿ WebMo facilitates reporting to donors and partners through automatically generated overview pages and by exporting information into Microsoft Word and Excel formats.
- ✿ WebMo is available in German, English, French and Spanish – other languages upon request.



In general, WebMo's structure follows a standard project management approach with Objectives, Components, Indicators, Milestones and Activities, and so on. Within this multi-level structure, the elements are dynamically connected. Data entered on the lower levels is linked to a higher aggregated level where it then appears in a summarized form.

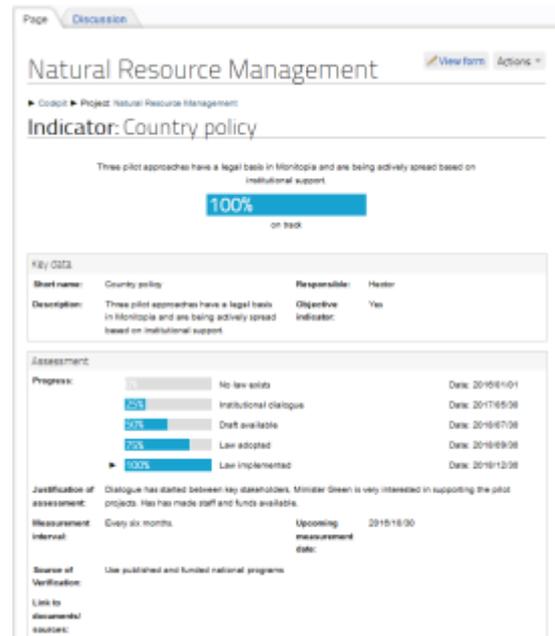


Let's look at an example. Imagine you are working for a project in the field of natural resource management. Your main objective is for pasture, forest and wildlife resources to be managed by local communities in a sustainable way.

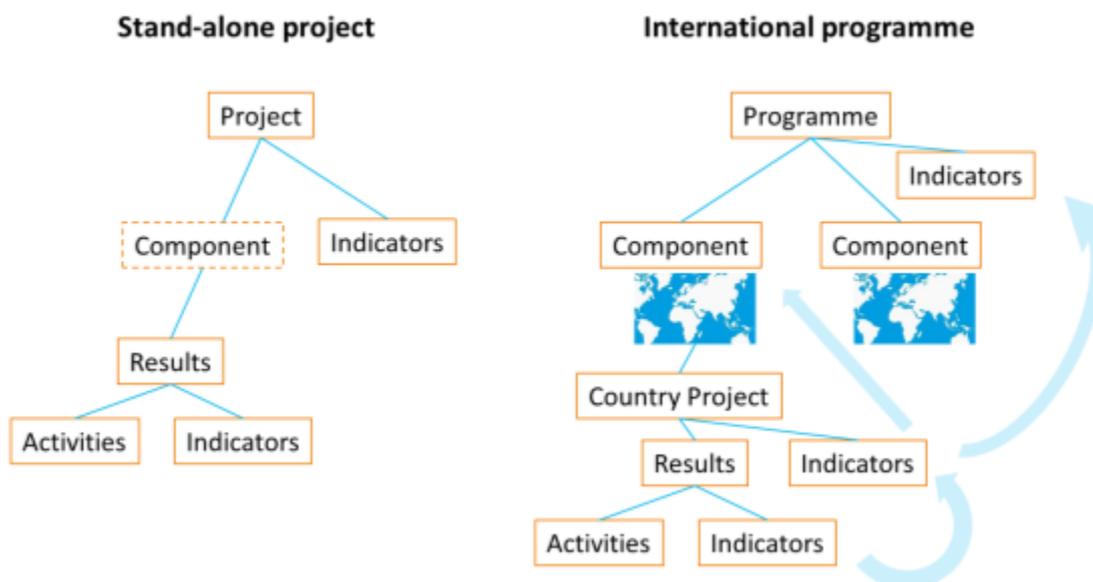
First you develop objective indicators to measure your achievements. For example, the indicator "Living conditions" measures whether and how much the income of rural communities in your project's country has risen. The indicator "Wildlife plans" measures how many local institutions are implementing plans on how to manage wildlife. Colored symbols show whether the indicators are on or off track. Their status is then linked to the Management Cockpit, which summarizes the project's progress at the top level.

For a better organizational overview, you may divide your tasks and objectives into components, such as forest management and regional cooperation. Within each component you define objectives and results to achieve. For example, with regards to the component 'forest management', your objective is for forests in your region to be managed in a sustainable way. Some of the results you want to achieve are to stop illegal deforestation and to implement anti-deforestation laws. Based on this you break down activities and milestones, such as developing a draft for an anti-deforestation law.

The different components, indicators, results, etc. each have their own page which allows you to enter all kinds of information, such as the name of responsible staff and possible challenges.



All the above-mentioned elements can be combined and composed according to your monitoring requirements. From a stand-alone project to an international program, WebMo can be quickly customized to serve any and all of your organization's monitoring needs.



# WebMo - Collaboration Tools

WebMo allows you to share up-to-date information with your team or all of your stakeholders and work collaboratively. You can easily create and edit as many wiki pages as you like and also upload documents, files and pictures. Special WebMo tools allow you to work in structured knowledge databases and workflows. These additional tools for project management, monitoring and reporting make your work even more efficient and save your time for the really important tasks.

We appreciate that every organization is unique and has different requirements for project management, results monitoring and knowledge management. In order to meet these needs, WebMo offers a wide range of features, which can be combined to create a unique, customized system. From installing a basic wiki platform to setting up an all-encompassing monitoring system – everything is possible.



Feel free to mix & match the following features at your convenience:

- |   |   |   |
|---|---|---|
|   |   |   |
| <b>Stakeholder Management System</b>  | <b>Grant Management and Monitoring System</b>                                       | <b>Event Preparation &amp; Documentation</b>  |
|  |  |  |
| <b>Publication Database</b>   | <b>Consultant Database</b>  | <b>Operations Manual</b>  |
|  |  |  |
| <b>Joint Agenda</b>   | <b>Team Calendar</b>  | <b>To-Do Lists</b>  |
|  |  |  |
| <b>Project Database</b>   | <b>Public Knowledge Sharing</b>   | <b>Matchmaking</b>  |
|  |  |  |
| <b>Inquiry Management System</b>  | <b>Inventory</b>  | <b>Working Groups</b>   |
|  |  |  |
| <b>Business Trip Planner</b>  | <b>File Gallery</b>   | <b>Social Profile</b>   |

# Stakeholder Management System

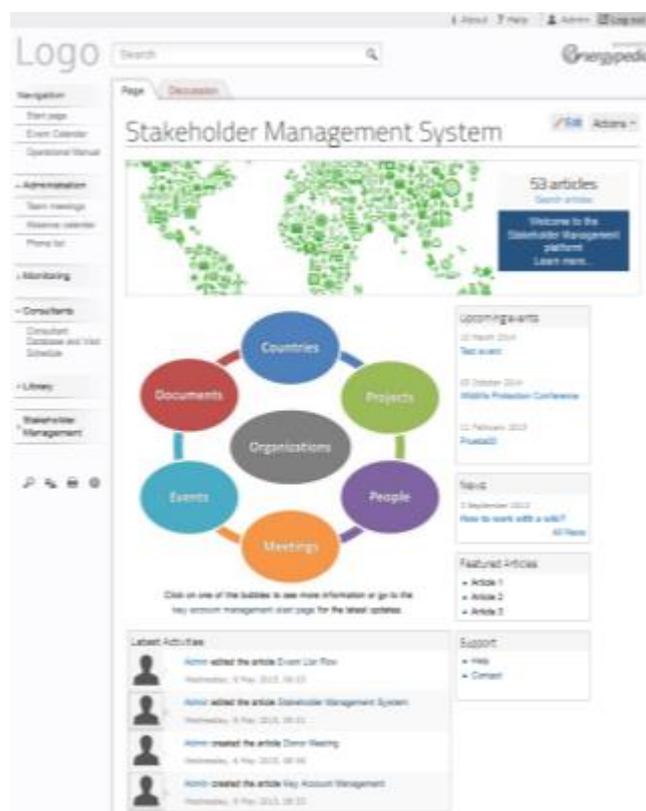


Well-structured and relationship-oriented communication with stakeholders guarantees long-term success. The WebMo Stakeholder Management System is the ideal tool for your organization or project for documenting and managing all information relating to your donors, clients, partner organizations, consultants or beneficiaries. This helps you to develop relationships in a transparent way and to effectively share knowledge within your team.

Who met whom, when and where and what did they agree upon?

## Highlights

- \* Keep track of your stakeholder communication and meetings.
- \* Manage all relevant contact details and information about your stakeholders and make them accessible to all involved employees in order to increase efficiency and avoid miscommunication.
- \* Upload key documents about each stakeholder (factsheets, joint reports, etc.).
- \* Document the involvement of all stakeholders in your planned, ongoing or completed projects to quickly get an overview of active cooperations and identify new opportunities.
- \* Uniform tagging system for projects and stakeholders to match working areas and topics.
- \* The system offers customized, user-friendly forms for easy data entry.
- \* Display information in maps, graphs and tables.
- \* Export contact details from the online system into Microsoft Excel (CSV) or Outlook (vCard).



## \* WebMo Mix & Match

*With the WebMo Stakeholder Management System you are as flexible as needed. Feel free to create wiki pages to develop cooperation strategies within your team, make lists of topics to be discussed at the next stakeholder meeting, integrate a joint calendar or document all project-related information, etc.*

*The Stakeholder Management System is a WebMo tool. Contact us for setting up the Stakeholder Management System and feel free to mix & match it with other tools.*

# Grant Management and Monitoring System



Manage your grants efficiently with the WebMo Grant Management and Monitoring System. Keep track of all funded projects from the application to the implementation phase. Improve your results-based monitoring, knowledge management and reporting with one tool. Our system further supports your grant management by indicating if important project documents and reports are missing and when crucial deadlines are coming up.

Are you looking for a more efficient solution for managing your funded projects?

## Highlights

- \* The Management Cockpit shows all pending applications, ongoing and completed projects.
- \* Link data to your fund or grantee's monitoring system, displaying its progress and milestones in charts and overviews.
- \* Automatically generated tables use a traffic light system to show whether projects are being processed in a timely manner.
- \* A country database linked to the application management system creates pages with project-related country information.
- \* An overview tool highlighting outdated data sets optimizes data management.
- \* Interactive overview of maps and diagrams.



## \* WebMo Mix & Match

While using the WebMo Grant Management System you have many additional features available. Create wiki workspaces for grantees, use databases for stakeholder management, create team pages (to-do lists, monthly meeting etc.) or publish selected information on a public website.

The Grant Management System is a WebMo tool. Contact us for installing the Grant Management system and feel free to mix & match it with other tools.

# Project Database



WebMo allows you to set up various types of Project Databases for projects within your organization. This database captures all relevant information on your projects' thematic focus, implementation, status, deadlines, resources and locations. The information is displayed in the form of text passages, tables, charts and maps. The database also makes it easier to identify and make use of synergies by intuitively linking the project's information to country, contact person, intervention areas and/or related publications.

Are you tired of multiple, long Excel lists whose latest version keeps getting lost in email attachments?

## Highlights

- \* Manage all projects in one up-to-date database and keep track of deadlines, resources, etc.
- \* Easily answer questions from donors or the public on your projects' statuses and outcomes.
- \* Decentralized input by project managers.
- \* Comprehensive search and filter functions.
- \* Tag projects, related events and publications with specific keywords to make them easily searchable.
- \* A uniform design of project forms increases comparability.
- \* Avoiding redundancy: No duplication of data input (e.g. contact details); Data is entered once and can be displayed on different pages (interlinkage).
- \* Display information in maps, graphs and tables.
- \* Export your data into Microsoft Excel format.

The screenshot shows the 'All Projects' page in the WebMo interface. It features a search bar, a navigation menu, and a world map with red location pins. Below the map is a table of project data.

Donor - Project Name	Status	Start - End	Region/Country
Biodiversity Conservation		2015/05/01 - 2015/05/01	Mexico
Great Algeria	Pipeline	2015/05/01 - 2015/05/01	Algeria
Sustainable Africa	On-going	2015/05/01 - 2015/05/01	Mali (1)
Rain Forest Mexico - Lacandon Jungle Deforestation	Map	2014/03/01 - 2014/03/01	Germany

## \* WebMo Mix & Match

*Combining databases and wiki pages is the key advantage of WebMo. Manage project data in a structured way and generate overview pages on demand. Stay flexible by creating wiki pages for brainstorming or to-do lists, and maintain a joint calendar or file gallery.*

*The Project Database is a WebMo tool. Contact us for installing the Project Database and feel free to mix & match it with other tools.*

# Publication Database

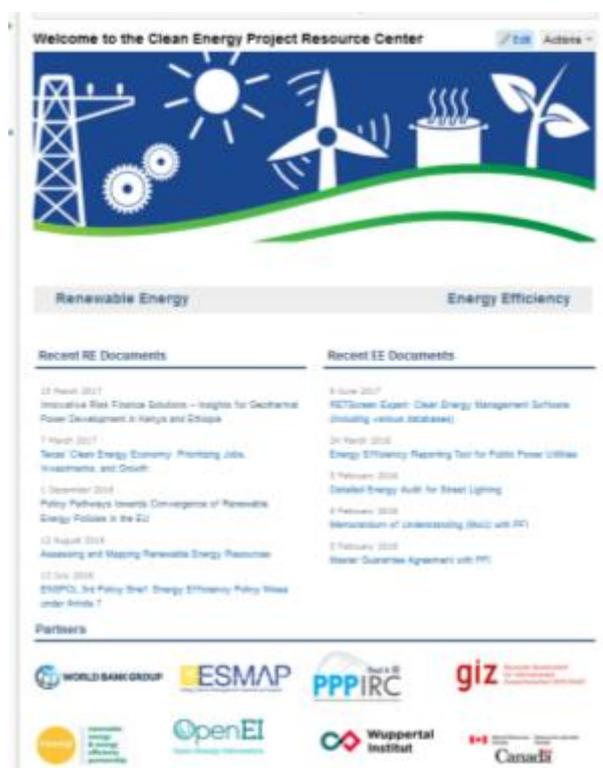


With the WebMo Publication Database it is easy to manage, upload, share and search for publications or files within your team or organization. Instead of saving files on one computer or internal server, it is possible to save them online and making them available to anyone who is allowed access, anywhere and anytime as long as there is an internet connection.

Would you like to store your collection of files in one coherent system and have it available at all times?

## Highlights

- \* Customized form with pre-defined fields, including author, year, language or key words.
- \* Upload files to the online system or link to publically available sources on the Internet.
- \* Uniform tagging system for publications to categorize and match topics and display the most occurring themes in a "tag cloud" graphic.
- \* Look for documents by browsing through the entire database or by typing key words in a detailed search mask.
- \* A newsfeed function displaying the latest documents and updates.



[https://energypedia.info/wiki/RE\\_and\\_EE\\_Project\\_Resource\\_Center](https://energypedia.info/wiki/RE_and_EE_Project_Resource_Center)

## \* WebMo Mix & Match

*In addition to a regular database, WebMo offers you further wiki features to discuss and coordinate publications in a working group or to publish them on a public section of your WebMo platform.*

*The Publication Database is a WebMo tool. Contact us for installing the Publication Database and feel free to mix & match it with other tools.*

# Consultant Database

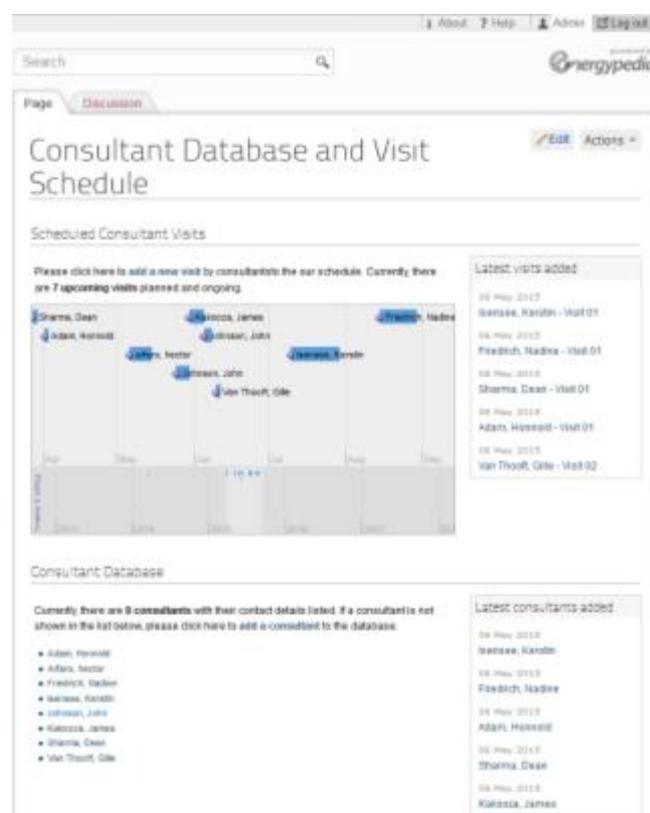


The WebMo Consultant Database allows you to collect all your consultants' information in one concise system. Instead of saving the information in files on one computer or internal server, it is possible to save them online, thus making them available to anyone who is allowed access, anywhere and anytime as long as there is an internet connection. This database also provides the option to schedule visits of particular consultants, so your colleagues have a clear overview of who is visiting when. With this knowledge, visits can be coordinated efficiently across several departments or teams of your organization.

Which consultant speaks Spanish? Who is visiting my colleagues in April?

## Highlights

- \* Capture all of your consultants' relevant contact details, including their skills and expertise, in one system.
- \* Consultants may update their own profile.
- \* Comprehensive search function, e.g. according to language and skills of the consultants.
- \* Integrated visiting schedule to plan efficiently.
- \* Newsfeed function displaying updates and latest added consultants.
- \* Your colleagues may rate the expert and share their experiences (only visible to your team or selected users).
- \* Export required contact details from the online system into Microsoft Excel (CSV) or Outlook (vCard).



## \* WebMo Mix & Match

*With WebMo you have a highly flexible system. You can create wiki pages to discuss topics or prepare events together with your consultants. It is possible to provide the consultant with limited access to certain parts of your platform, to share information or ask them to contribute to discussions or data input.*

*The Consultant Database is a WebMo tool. Contact us to install the Consultant Database and feel free to mix & match it with other tools.*

# Operations Manual



The WebMo Operations Manual helps you document and organize your organization or project's various processes in one tool, ensuring consistent results. Apart from including tasks and procedures for the entire organization, you can also set up separate manuals for each department or project. This tool may contain all kinds of information, ranging from detailed process descriptions and categorizations to responsibilities, checklists, guidelines, training manuals and policies.

Do you want to structure the various procedures and guidelines of your organization in one accessible tool?

## Highlights

- \* The standard operating procedures can be compiled under various categories and sub-categorized by responsibility and relevance
- \* Structure and transparency in the definition and operation of key processes ensure strategic planning and decision-making.
- \* Provides a competent hand-over in case of staff changes or holiday replacements.
- \* Identify gaps in work processes.
- \* Any project member may access the content from any computer, at any given time.
- \* The user rights management allows for different access and editing rights for team members.
- \* Upload key documents and forms or link your wiki page to your existing internal server or file management system.

The screenshot shows the 'Operational Manual' interface. It includes a title bar with 'Operational Manual' and 'Edit Actions' buttons. Below the title, there is a description: 'This page shows an overview of all entries and processes regarding the operational manual.' An 'Add process' button is visible. The main content is a table with the following data:

Process	Responsible	Category	Relevant for
M1	Max Mustermann	<input checked="" type="checkbox"/> Management Process <input type="checkbox"/> Support Process <input type="checkbox"/> Core Process	<input checked="" type="checkbox"/> Team A <input type="checkbox"/> Team B <input type="checkbox"/> Team C
OM 1	Albert Heine	<input checked="" type="checkbox"/> Management Process <input checked="" type="checkbox"/> Support Process <input type="checkbox"/> Core Process	<input type="checkbox"/> Team A <input checked="" type="checkbox"/> Team B <input type="checkbox"/> Team C
OM2	Leisa Kimura	<input type="checkbox"/> Management Process <input checked="" type="checkbox"/> Support Process <input type="checkbox"/> Core Process	<input type="checkbox"/> Team A <input type="checkbox"/> Team B <input checked="" type="checkbox"/> Team C
OM3	Elixa Smith	<input type="checkbox"/> Management Process <input type="checkbox"/> Support Process <input checked="" type="checkbox"/> Core Process	<input type="checkbox"/> Team A <input checked="" type="checkbox"/> Team B <input checked="" type="checkbox"/> Team C
P1	Mafusa da Silva	<input type="checkbox"/> Management Process <input checked="" type="checkbox"/> Support Process <input type="checkbox"/> Core Process	<input type="checkbox"/> Team A <input type="checkbox"/> Team B <input type="checkbox"/> Team C

## \* WebMo Mix & Match

With WebMo you can mix and match various use cases and tools to optimize the usability of your Operations Manual. For example, set up Working Groups, To-Do Lists or a Joint Calendar.

The Operations Manual is a WebMo tool. Contact us for installing the Operations Manual and feel free to mix & match it with other tools.

# Joint Agenda



In WebMo it is very easy to set up and maintain a Joint Agenda which can be used for regular meetings. Anyone joining a meeting may enter and modify their discussion points before the meeting takes place. While established points of discussion remain the same, new topics can always be added and existing ones can be updated.

Save time by planning, conducting and documenting meetings jointly in one system!

## Highlights

- ✿ Every participant in a meeting can add new agenda points at any time.
- ✿ Distinguish between information to be shared and points to be discussed.
- ✿ No need to take extra notes of the meeting: As everybody writes down his or her relevant input, the agenda of the meeting can serve as minutes. Past versions can be linked to the main agenda.
- ✿ Add links to the agenda leading to certain documents or other relevant pages and information.
- ✿ Include images and graphics to create a more diverse outline.
- ✿ Look up an earlier version of the wiki page in the history section or by linking to the last “finalized” agenda.
- ✿ Export information into PDF format.
- ✿ Display the joint agenda with all relevant information during the meeting on a screen or wall.

The screenshot shows a web interface for a 'Weekly team meeting' page. It includes a table of contents with links to sections like 'Open Space/ News', 'Finances', 'Staff', and 'Developments in the components'. The 'Finances' section contains a calendar table with columns for months and rows for 'Plan' and 'Spent'. The 'Staff' section lists new hires and application deadlines. The 'Developments in the components' section has sub-sections for 'Wildlife Management' and 'new donors wanted'.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Plan	29	22	26	45	34	23	12	23	23	23	23	90
Spent	29	20	20									

## ✿ WebMo Mix & Match

*A Joint Agenda within a wiki page is a powerful use case as you can link detailed information or results of specific tasks from the agenda to other pages, keep minutes, set up To-Do Lists or combine it with a Joint Calendar.*

*The Joint Agenda is a general wiki use case, which can be easily set up by yourself in your WebMo. Feel free to mix & match it with other tools.*

# Absence and Event Calendar

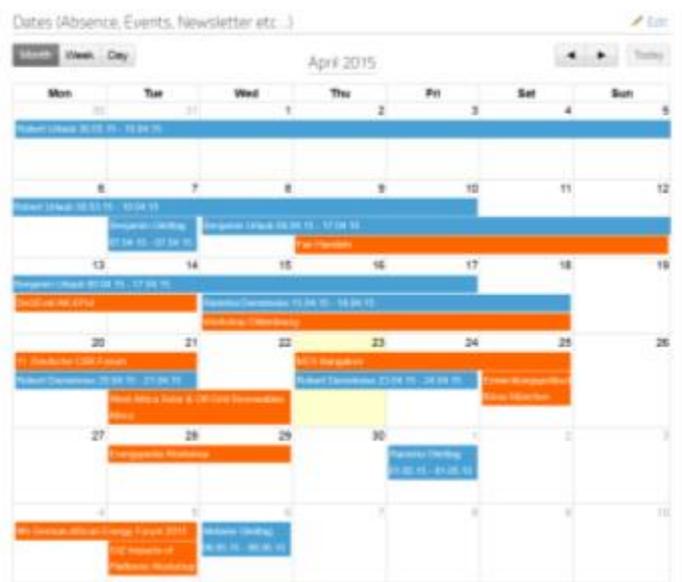


Our WebMo calendar allows you to efficiently coordinate appointments, visits, and general events with colleagues, partners and other stakeholders. Keep track of important deadlines, absences and meetings in one joint, web-based calendar, and alternate between the daily, weekly or monthly overview.

Are you looking for a calendar application that also links to your project or organizational data?

## Highlights

- \* Organize absences of your staff in one calendar.
- \* Keep track of external visitors, such as consultants
- \* Use the calendar to share information on events.
- \* Categorize different entries by type (e.g. internal meeting, event, absence, etc.) or topic and display them in a legend. The categories are customizable to suit the specific needs of your organization.
- \* Transparent overview. Save time and money by coordinating appointments, e.g. check to see if a certain partner is visiting a team to schedule a meeting on the same day
- \* Option of extended, detailed explanations of calendar entries, such as an in-depth description of the business trip, location, contact details, website, etc. Include the documentation of an event, either in the entry field or by linking to another wiki page.
- \* Add each event no more than once, but have it displayed on multiple pages or calendars.
- \* Display your events with geolocation on an interactive map.
- \* Option of several calendars on one platform, with their entries displayed in a joint calendar overview.



## WebMo Mix & Match

*In addition to your Joint Calendar create pages with background information on the event, crosslink with other WebMo tools like a Contact Database to document who has participated in which event or set up working groups.*

## To-Do Lists



A convenient WebMo feature is creating To-Do Lists on a simple wiki page. Draw a table for any issue you are working on specifying the next steps, tasks, responsibilities and deadlines. Each item

can be linked to other pages and documents, and check-marked when completed. Comments may be added as well.

Furthermore, it is possible to set certain goals and indicate their status. This gives a

clear overview for users as well as supervisors with regards to the efficient coordination of a process.

Do you want to easily create to-do lists, thereby gaining an overview of the progress?

### Highlights

- \* Structure To-Do Lists to your liking or by using templates to ensure uniformity.
- \* Visualize the status of a specific task by using icons or color schemes.
- \* Link items on the To-Do Lists to other pages or documents, for example to display the result of the task.
- \* Easily coordinate and assign tasks as a group in a transparent way.
- \* Choice of a personal or joint team To-Do Lists.
- \* Include images or graphics to create a more diverse outline.

TASK	DEADLINE	RESPONSIBLE	COMMENT	STATUS
Allocate new material for workshops	June 2015	John Adams	All departments must get new material	✗
Erase old entries in consultant database	May 2015	Daniel Woods	There are 2 databases. Erase older one	✓
Draft factsheet concept for 2015	June 2015	Maria Gosztyka	Use new template discussed in workshop	✓
First interview round for possible interns	April 2015	Lena Hartmann & Kira Schumann	Focus on experience in Africa	✓
Decision for hiring new interns	May 2015	Lena Hartmann & Kira Schumann	Hire 3 new interns	✓

### \* WebMo Mix & Match

You can optimize your To-Do Lists by combining them with a Team Meeting Agenda, File Gallery, Working Group or Newsfeed. It is also possible to combine them with WebMo to monitor your team's activities.

# Event Preparation & Documentation



When several people working from different places are involved in managing an event, the many advantages of a wiki become evident. The WebMo Event Preparation & Documentation application supports steering or organizing committees as it offers a common platform for setting the agenda, preparing participant lists, sharing relevant documents or working on joint to-do lists and timetables.

This wiki application also allows all participants to actively be involved in the planning process and thus contributes to the successful outcome of an event.

Would you like to prepare and document events, actively involving all participants in the process?

## Highlights

- \* Gather ideas and important discussion points in one clear overview. This is especially useful when dealing with participants from different fields or locations.
- \* Work collaboratively on the agenda, timetables or to-do lists to prepare your event without having to send a slew of emails.
- \* Share content online before the meeting, leaving more time for discussion during the actual gathering.
- \* Invite participants to discuss relevant topics before, during and after an event.
- \* Make a list of responsibilities and contact details, so that everybody knows who is in charge of what.
- \* Document your event in real time. Link PowerPoint presentations and PDFs, making them immediately accessible to all participants.
- \* Include images, graphics or videos to create a more diverse outline.
- \* Export information in PDF format.



[https://energypedia.info/wiki/India\\_Clean\\_Cookstove\\_Forum\\_2014](https://energypedia.info/wiki/India_Clean_Cookstove_Forum_2014)

## \* WebMo Mix & Match

*You can create as many wiki pages for your event management as you like. By combining the various wiki use cases and WebMo tools, such as To-Do Lists, a Joint Calendar or a File Gallery, you can optimize your Event Preparation & Documentation.*

*The Event Preparation & Documentation is a general wiki use case, which can be easily created by yourself in your WebMo. Feel free to mix & match it with other WebMo tools.*

# Public Knowledge Sharing

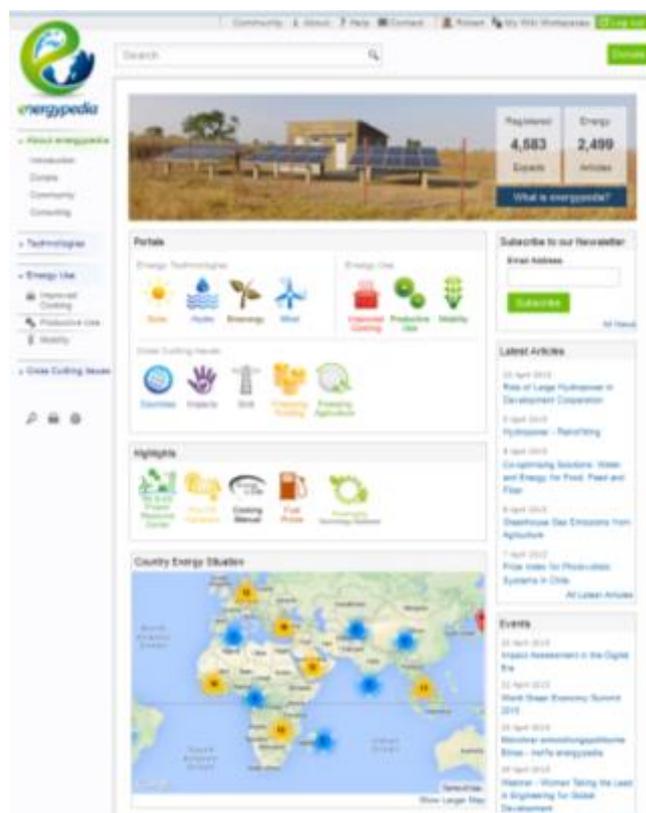


A wiki is a great tool for sharing information with the public. Wikipedia is the best example. WebMo allows you to create a public wiki which can be edited by anyone who registers, or a wiki with restricted access of certain sections. You can create a basic public website, displaying information in a simple page set-up, or choose to incorporate different WebMo tools.

Are you interested in setting up a public website in an easy, quick and low-cost way?

## Highlights

- \* Create your own public wiki, making your knowledge available to the general public.
- \* Share only selected information from your internal platform with a wider audience.
- \* Have your own internal platform but share files with the public (public download area).
- \* Engage experts from your community by inviting them to become authors of your wiki to build a state-of-the-art knowledge platform.
- \* Customize your platform by including icons and maps, and structure it to your liking.



<http://www.energypedia.info>

## \* WebMo Mix & Match

*Your Public Wiki can be optimized by combining various WebMo tools and wiki use cases, such as a File Gallery to share publications, a Job Portal to announce vacancies and a Newsfeed or News Blog to keep your visitors updated.*

*The Public Wiki is a WebMo tool. Contact us for installing the Public Wiki and feel free to mix & match it with other tools.*

# Matchmaking

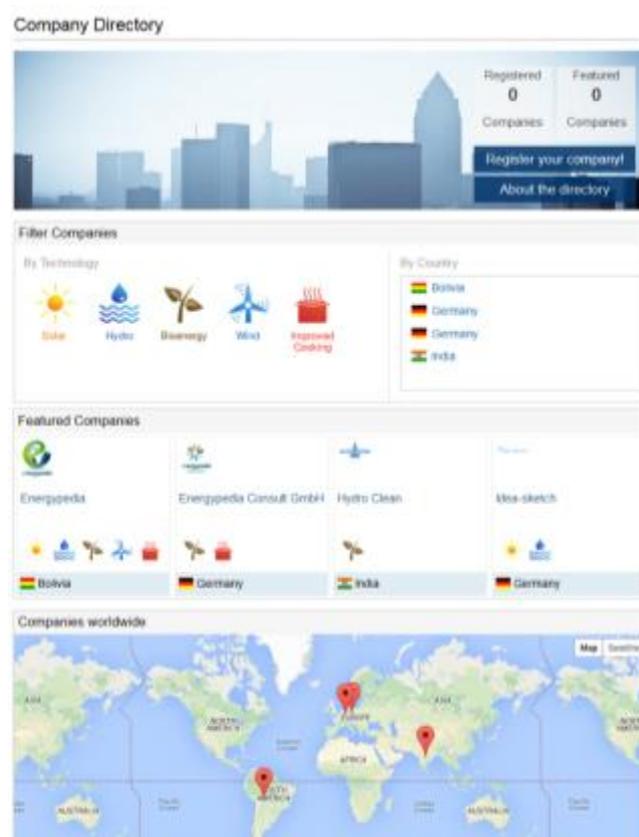


Matchmaking tools allow you to find something or someone you are looking for and then connect. The Matchmaking tool serves as a marketplace where “sellers” and “buyers” exchange services, knowledge and products on the same platform. If you are, for example, looking for a company that produces solar panels, instead of browsing through many lists, files or possible contacts on your computer or the internet, you simply enter the key words into the tool’s search field. The matchmaking database then links your search entry with all the solar panel companies listed in the system. Of course it is possible to narrow down your search criteria to, for example, a certain region or price range.

**Do you want to find the perfect match even faster?**

## Highlights

- \* Identify synergies and overlaps.
- \* Be aware of what others are working on, and save time and resources by avoiding unnecessary duplication of work.
- \* Quickly find what you need in a concise project matrix.
- \* Link information to other data or documents.



[https://energypedia.info/wiki/Company\\_Directory](https://energypedia.info/wiki/Company_Directory)

## \* WebMo Mix & Match

*WebMo offers a wide range of features that allow matchmaking, such as tagging content and creating pages with products or services you need or offer. The Matchmaking tool can be applied to consultant, project and publication databases.*

*Matchmaking is a WebMo tool. Contact us for installing the Matchmaking tool and feel free to mix & match it with other tools.*

# Inquiry Management System



As an advisor, you need to respond to inquiries quickly and competently, making it crucial to have a well-structured knowledge pool and a tool to process inquiries. The WebMo Inquiry Management Tool provides exactly those two functions. It collects all incoming questions and their matching answers. At the same time, it documents the status of all requests and the responsible staff member. This ensures that no inquiry is forgotten and helps the team efficiently divide tasks.

Are you in need of a question-answer catalogue to efficiently respond to client inquiries?

## Highlights

- Document all incoming inquiries and assign them a responsible person, deadline and processing status.
- Flag an inquiry if it causes difficulties and needs to be discussed with the whole team.
- Share a list of pre-phrased answers to the most frequently asked questions (FAQ) with all colleagues.
- Update the list of answers whenever new (research) findings are available or the context changes.
- Access the Inquiry Management System even while traveling.

### Inquiry Management System

#### FAQ

- List of FAQ regarding Climate Change
- List of FAQ regarding Refugees
- List of FAQ regarding Energy Technologies

#### Open Inquiries

Inquiry	Organisation	Responsible	Deadline
China investing in Africa	BMZ	Roger Moore	15.09.2015
Sustainability of PicoPV	BMZ	Peter Pico	30.09.2015
Number of Refugees in Germany from Syria	AA	Robert Hiller	01.01.2016
Job creation through DC in Afghanistan	BMZ	Clare Surta	31.10.2015
Contribution of Clean Cook Stoves to Climate	BMZ	Smoking Joe	01.01.2016
How much money was spend on Solar Projects in 2015	BMZ	James Dollar	30.03.2016

Add Inquiry

#### Closed Inquiries

Inquiry	Organisation	Responsible	Deadline
China investing in middle east	BMZ	Clare Dulno	15.09.2014
Number of Projects regarding pro-poor growth	BMZ	Robert Hiller	30.09.2014
Number of Refugees in Lebanon from Syria	AA	Peter Pico	01.01.2015
Sustainability of small hydro-power plants	BMZ	Roger Moore	30.03.2015

## WebMo Mix & Match

As an advisor you probably deal with a lot of technical knowledge. With the WebMo Publication Database you can easily file and retrieve all relevant documents from your area of expertise. Directly link publications to your FAQ answers to back them up academically.

The Inquiry Management System is a WebMo tool. Contact us for installing the Inquiry Management System and feel free to mix & match it with other tools.

# Inventory



paid for them.

The WebMo Inventory is a table capturing all equipment that your organization currently owns. It lists all items with a short description and location, their value, the date they were purchased on and, if appropriate, which donor

Do you need to know what equipment and material your organization has at all times?

## Highlights

- \* Keep an overview of your materials.
- \* Know where everything is stored.
- \* Easily respond to any donor inquiries on how money was spent on material procurement.
- \* Keep track of your expenditures for equipment.
- \* Get a solid basis for decision-making when it comes to buying new things.

Item ID	Description	Value	Location	Purchasing date	Donor
APCE1	Desktop PC, Hp, Windows 8 -> iDesign installed	400€	Berlin office, room 2.006	12.08.2012	UNICEF
APCE1	Laptop, lenovo T420, Windows 8	420€	Berlin office, room 1.023	01.12.2014	UNICEF
AFUE0	Table	130€	Frankfurt office, lobby	01.01.2014	Save the children
AFUE1	Projector including remote control	90€	Frankfurt office	01.01.2014	Save the children
AFUE0	Shelf, 1.50m, oak	60€	Mumbai office, room 1	01.01.2014	Save the children
??	Coffee machine	50€	Frankfurt office, kitchen	30.04.2013	-
AFUE2	Printer, Design 2206	220€	Berlin office	02.07.2014	UNICEF

Latest Authors

## \* WebMo Mix & Match

As part of a holistic WebMo working platform, the Inventory could be linked to entries of the Project Database or the Stakeholder Management Tool when equipment is connected to certain projects or paid for by a certain donor. Simply create an Inventory on a regular wiki page by drawing a table and defining the columns.

The Inventory is a general wiki use case, which can be easily created by yourself in your WebMo. Feel free to mix & match it with other WebMo tools.

## Working Groups

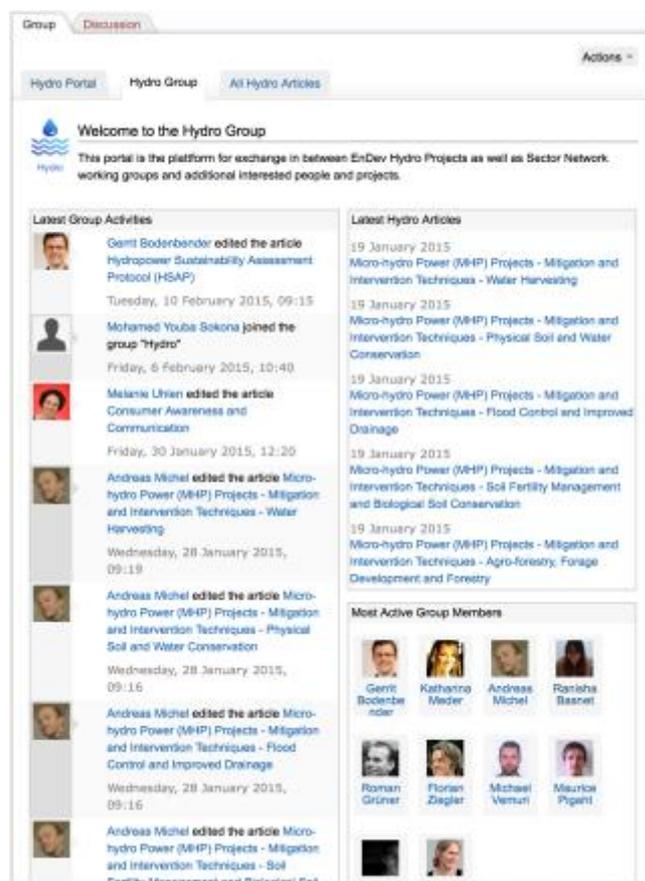


With WebMo, you can create different pages to support Working Groups. Working Group pages can be created to easily organize, plan and document activities. This set-up enables you, your colleagues, and partners to work together and exchange information in a more structured and straight-forward way. It is possible to join different groups at the same time and to send messages to their members.

Do you wonder how project teamwork could become more efficient?

### Highlights

- ✦ Set up a working group environment in your WebMo and organize your projects more efficiently.
- ✦ Create a separate closed working space for a particular group of people with a user rights management system.
- ✦ Allow users to connect with like-minded co-workers from different departments of an organization who are working on the same topic.
- ✦ A clear overview displaying updates and information in a newsfeed such as the latest group activities, the most active group members, latest articles, etc.
- ✦ Access, update, integrate and share information from any location at any time.



<https://energypedia.info/wiki/Portal:Hydro>

### ✦ WebMo Mix & Match

*WebMo Working Group pages can easily be linked to other data or documents. You can add as many wiki pages and features as required, such as a Joint Calendar, Social Profile or a File Gallery.*

*The Working Group is a general wiki use case that you can create on your own in your general WebMo space. Feel free to mix & match with other WebMo tools.*

# Business Trip Planner



The WebMo Business Trip Planner makes it very easy to organize itineraries for business trips. You can create a detailed travel itinerary and share it with your colleagues or partners. This way, managing business trips becomes much more efficient and productive, as changes can be shared with others immediately, so that appointments may be rescheduled accordingly.

**Do you want to make the most out of your business trips and save time and money?**

## Highlights

- \* Create and update the itinerary together with the person you are visiting.
- \* Generate a checklist of all relevant tasks (e.g. booking a flight, accommodation, visa application) and required documents.
- \* Have an accessible online back-up by uploading and linking all relevant documents or pages (e.g. tickets, reservations, contacts, strategy) for your business trip to the itinerary.
- \* Document your results, agreements and necessary next steps.

**Business Trip Plan**

Trip to:

Name of employee:

Description/Objective of trip:

Budget:  €

Airline:  Reservation Number:

Hotel Name:  Reservation Number:

From:  To:

Organisation:

Status:

**Further information:**

Itinerary for Expo Tech Bali (5-7 June 2015)			
Schedule	Friday June 5th	Saturday June 6th	Sunday June 7th
10:00 - 12:00	Meeting with Meredy advisors (suggest database implementation via DBH)	Lunch with PR representatives from "Start-up investors" and set up stand with info about DBH	Follow up on partnership and implementation of database with Meredy advisors.
12:00 - 13:00	Lunch break	Lunch break	Lunch break
13:00 - 15:00	Presentation: What 2.0 solutions for international development	Partnership applications with "Asian Tech Solutions". Prepare relevant material and reserve stand for quick presentation	Closure ceremony. Suggest future workshop with potential partners.

**Notes:**

Bring sparecase for the office!

## \* WebMo Mix & Match

Create your personal wiki page for your next business trip with links to car rentals, hotels and country information. Mix and match various wiki options to share your outcomes with others, set up To-Do Lists and plan follow-ups in a Joint Calendar.

The Business Trip Planner is a general wiki use case, which you can easily create by yourself in your WebMo. Feel free to mix & match it with other WebMo tools.

## File Gallery

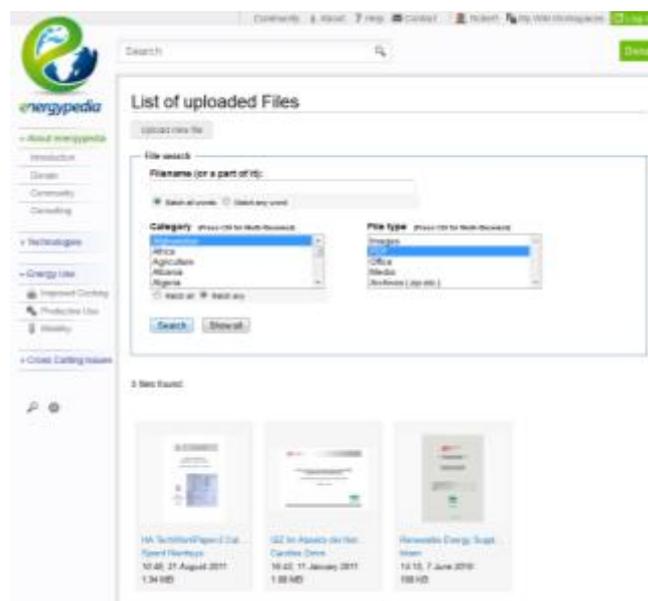


Within the WebMo File Gallery it is easy to upload, search for and share various files of different types. The documents can be sorted alphabetically, for example, or by country or research area and searched for by filename or tag.

Would you like to easily navigate through your files and have them available anywhere and anytime?

### Highlights

- \* Tag or categorize files to make them easily searchable.
- \* Tag cloud function to showcase most popular themes.
- \* Have files available online, making them accessible to all registered users, anywhere and anytime, as long as there is an internet connection available.
- \* Browse or use the detailed search function, according to file type and categories.
- \* A newsfeed function displaying the latest uploaded documents and updates.
- \* Customizable form with pre-selected mandatory fields for uploading different types of files (e.g. PDF, .doc, .exe, .csv).
- \* PDF preview available for browsing through the file page by page before downloading.



<https://energypedia.info/wiki/Special:Filegallery>

### \* WebMo Mix & Match

*The File Gallery can be optimized by combining it with other use cases or WebMo tools, such as To-Do Lists or publishing (a part of) your files on a Public Website.*

*The File Gallery is a WebMo tool. Contact us for installing the File Gallery and feel free to mix & match it with other tools.*

## Social Profile



All registered users of your WebMo tool or platform have a profile page which can be adjusted according to your needs or privacy policy. With this function, background information, such as expertise, education and work experience, as well as contact details, a photo and a list of “Contributions” (written articles) can be shown to other users.

This social profile makes it easier for users to have an overview of the various experts contributing to the wiki, with the possibility to get in touch with another user.

Are you interested in finding out more about the brains behind all the information, and are you looking for networking opportunities?

## Highlights

- ✿ Find out more about the background (e.g. expertise, organization, contact details) of a wiki page’s author or editor.
- ✿ View other articles or edits written by the same user.
- ✿ Send public or private messages to a particular person.
- ✿ Serves as a networking opportunity.

**Robert Heine**  
Edit profile | Upload avatar | My watchlist | Contributions

**Personal information** Edit this

Real name: Robert Heine  
Location: Eichborn, Germany  
Birthday: September 7th  
Organization/company: energypedia and energypedia consult  
Website: www.webmo.info  
Expertise: Web 2.0, Monitoring, Evaluation, Knowledge Management  
About me: Places I've lived: Founder of energypedia  
Geography plus a Master in Evaluation - Bangladesh (2005 - 2007 GTZ Transport Project)

**energypedia Groups** Edit this

- Inpedit
- Solar

**Contributions**

- What is New at energypedia? Lot of relevant topics
- Energypedia Community Answer
- Wiki Workspaces
- Austria Energy Situation
- Séminaire National sur le rôle de la société civile pour la promotion de l'énergie solaire en Tunisie
- Light, Batteries and Biofinance Initiatives in Rwanda - Project: Solar Energy Kitook
- Methodologies and Principles for Monitoring Access to Modern Energy

**My watchlist**

- 3rd Symposium Small PV-Applications
- Bangladesh
- Biogas Progress II
- Biogas in Progress
- Changing the Energy System to Renewable Energy Self-sufficiency
- Chile Energy Situation
- Company Directory
- Company directory
- Cost Benefit Studies

**Custom information** Edit this

No custom information

**Board** 16 of 18 | View all

Sarah Hommel (private)  
posted 197 days ago

Ich benutze Firefox. Habe gestern nochmal Linux/Ubuntu angelegt wo welche Minien, die dann tatsächlich nicht streben. Einen Skype-Termin begrüße ich - machen Sie mir doch einen Terminvorschlag per E-Mail dazu, meine E-Mail-Adresse ist: sarah.hommel@yahoo.de Ich sitze hier in Brasilien, wegen der Zehnerschiebung.

Send Sarah Hommel a message | Board report | Delete

## ✿ WebMo Mix & Match

With WebMo you can create various pages with general or more detailed information related to its users, as well as team pages with links to the profiles or Working Groups.

The Social Profile is part of your WebMo. Feel free to mix & match it with other WebMo tools.

# WebMo's General Technical Features



**Create and edit** as many wiki pages as you need with our user-friendly editor.



**Track all changes** that were made on your wiki page from creation date until today.



**Upload** pictures and files or insert videos and maps.



Track changes of pages and get **email notifications** for pages you put on your watchlist.



Create **interactive maps** showing your projects in the region you are working in.



**Limit access** to pages or group pages that should not be viewed or edited by a specific user or user group(s).



**Share information** in an immediate and transparent manner with all users – even across organizations and countries.



The wiki software and its features and WebMo tools are available in **several languages**.



**Access information** online from anywhere and at any time.



There is always only one **latest version**, no longer work on wrong or old versions of files.



**Tag or categorize** the content of your wiki pages with key words to increase its searchability. This allows search suggestions to be made or a 'tag cloud' to be formed which can be linked to the related pages or documents.



Create your own structure and **navigation system** by setting up portals or thematic pages. Unifying and structuring all information in this way makes it easier to manage and navigate.

If you are looking for an application that is not described in this booklet, we are more than happy to support you with a high-quality tailor-made solution. There are endless options with our WebMo software and we would like to offer the best solution to your challenge.

## Our Software

We promote the use of open-source software. This means that our customers have full access to the source code and can work on it themselves or hire local IT specialists. We strive to build a long-lasting relationship with our customers thanks to quality service and results, not by establishing dependency. With our open-source approach we also want to promote IT knowledge transfer and IT capacity building in developing countries.

WebMo is based on the well-established open-source software MediaWiki that was originally developed for Wikipedia. There is no license cost involved in open source systems. And there is a huge international community of programmers behind the software continuously improving it. MediaWiki is available in all world languages and also functions well in countries with weak internet connection.

### What is a wiki?

Wikis are online platforms that enable users not only to read content, but to directly write or edit it in their browser. Like an intranet with an edit button. This makes wikis particularly useful for sharing information, collaborative work and coordinating tasks and groups.

Beyond classic wiki features, like creating and linking pages, WebMo enables you and your team to work in structured workflows. WebMo is very flexible and can be adapted as needed. Since the software is easy to handle, changes are implemented within a very short time. If interested, we can train our customers to make changes themselves, even without prior programming experience. The big advantage of web-based co-working is that everyone is working on the same version and there is no need to send files around. Updates immediately become visible to all users as soon as they are saved.

*“We strive to build a long-lasting relationship with our customers thanks to quality service and results, not by establishing dependency.”*

Robert Heine, CEO energypedia consult

We offer Software as a service (SaaS) is a software delivery model in which software is licensed on a subscription basis and is centrally hosted. It is sometimes referred to as "on-demand software". SaaS is typically accessed by users via a web browser.<sup>1</sup>

### Wiki farm

We have installed many wikis for our customers. Each customer wiki is absolutely independent and accessible only to users that are determined by the customer.

However, you will benefit from being part of a larger wiki farm. All users are encouraged to provide feedback and suggestions on use cases and tools to improve their usability. Resulting improvements are applied to all of our hosted platforms.

### User support

We offer technical support in all matters relating to the use of your WebMo package. Requests should be submitted by email to [support@energypedia-consult.com](mailto:support@energypedia-consult.com).

We would also like to point out that WebMo is designed for current browsers. When using outdated versions of browsers (e.g. Internet Explorer 7 or older), individual functions cannot run in an optimal way and may cause display errors.

### Hosting

Hosting refers to the provision of server capacity and a variety of other technical and organizational foundations that constitute the IT infrastructure through which one can access your wiki on the internet.

### Data backup

Data backup is essential, especially for wikis where the content is changed almost daily. Therefore, we back up your data automatically once a day (around midnight CET), so it is not lost in case of emergency. As a result, it is always possible to restore the content and functionality of the wiki in one of the automatically saved copies.

### Security updates

All relevant security updates to the server on which your wiki is installed are regularly performed.

### Software updates

In addition to security updates, we also carry out necessary regular software updates to ensure the optimal performance of your online platform. This includes resolving so-called "bugs", i.e. smaller application problems that can occur with the use of any software. As soon as a bug is reported by you or another customer, we analyze the problem and fix it as soon as possible.

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<sup>1</sup> [http://en.wikipedia.org/wiki/Software\\_as\\_a\\_service](http://en.wikipedia.org/wiki/Software_as_a_service)

# References

Currently, we support over 40 platforms with more than 5,000 users worldwide.



Highly customer and result-oriented! Working together has been and still is fantastic. We absolutely recommend energypedia consult as a company and WebMo as an online data monitoring and reporting tool.“

**Angela Bähr, Program Director – Deutsche Stiftung Weltbevölkerung**



“WebMo currently empowers our international project teams to manage their programs, supervise developments and success and document those. With WebMo they have an integrated platform for management that is independent of location and supports reporting. The cooperation with energypedia consult GmbH ran and runs smoothly and above all: WebMo is very stable! The results-focused and competent staff of energypedia consult GmbH and their experience in the context of development policy were and are key success factors for the great success of our WebMo. “

**Deutsche Welle Akademie**



"WebMo has helped us capture information in the easiest possible way. It is fast and relatively easy to use once one learns how to use it. It has become a point of pride for us as a program and we are always pleased to show it off wherever we go and to the high profile visitors from Head office. It has made day to day monitoring much simpler and, we believe, a cheaper procedure.

"The WebMo team is very supportive, especially since we are running 3 Commissions that have different implementation phases. Response to questions is fast and with a workable solution. We would like to give a very big thank you to the team for this!"

**Deutsche Gesellschaft für Internationale Zusammenarbeit, GIZ Program in Uganda**

# Notes

A series of horizontal dotted lines for taking notes, spanning the width of the page.



*Our consultancy and modern tools for collaboration  
save your time for the important things – your  
results.*

**Contact us and we will set up your  
WebMo within a few days!**

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