

# Post-Analysis Workflow

## Step-by-Step Guide

### IPC Global Partners



### IPC Funding Partners





Teams	Steps (# and name)		Pages
Regional Coordinators	1	RC-ZeroDraft	5-8
	3	RC-Final Draft	10
	7	RC-Endorsement	14
Quality Assurance Team	2	QA-Inputs to RC	9
	4	QA-Final Draft	11
Communication Team	5	Comms-Design	12
	8	Comms-Dissemination	15
Approvers	6	Approvals-Content Check	13
Information Management Team	9	IM-Information Mgt	16
	10	IM-Archived	
Other references		Naming Convention	3
		Bonus Tip	17
		Link to SOPs	18

## NAMING CONVENTION

The briefs and snapshots, word or pdf, should be named following the convention:

- **XX-Country-Type-Period,**
- **For example: 1-Angola\_AFI\_Sept-July20, 1-DRC-AMN-Oct20-Jul21**

*The tool for PAW, Microsoft Flow, does not organize the attachments by “most recent” but only in alphabetical order, which is why respecting the naming convention is so important.*

*By adding a number at the beginning, each team can easily see which document is the latest version of the brief (for example, RCs upload #1, QA changes it to #2, etc.).*



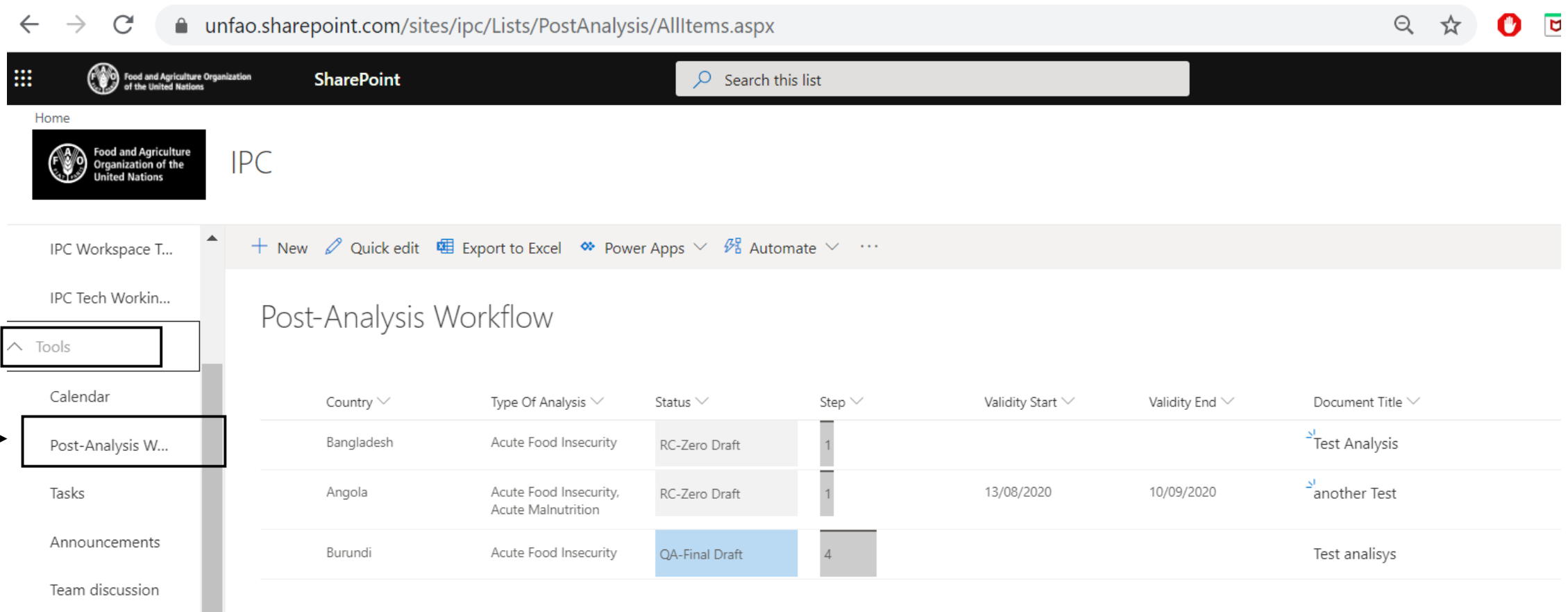
# NAMING CONVENTION

Step	Brief Name Example
(1) RC-Zero Draft	1-Angola_AFI_Sept-July20
(2) QA-Inputs to RC	2-Angola_AFI_Sept-July20
(3) RC-Final Draft	3-Angola_AFI_Sept-July20
(4) QA-Final Draft	4-Angola_AFI_Sept-July20
(5) Comms-Design	5-Angola_AFI_Sept-July20 (pdf)
(6) Approvals-Content Check	6-Angola_AFI_Sept-July20 (pdf)
(7) RC-Endorsement	7-Angola_AFI_Sept-July20 (pdf)
(8) Comms-Dissemination	8-Angola_AFI_Sept-July20 (pdf) (or remains unchanged since 6/7 should be the final version)
(9) IM-Information Mgt	Unchanged
(10) IM-Archived	Unchanged

*To be moved one  
step up once step 8  
is removed*

<https://unfao.sharepoint.com/sites/ipc/Lists/PostAnalysis/AllItems.aspx>

Or go directly to the IPC SharePoint and use the menu below:





# STEP 1 - RC-ZeroDraft

→ [+ New](#) [Share](#) [Export to Excel](#) [Power Apps](#) [Automate](#) ...

Post-Analysis Workflow

Country	Type Of Analysis	Status	Planned Pu
Somalia	Acute Food Insecurity, Acute Malnutrition	RC-Zero Draft	16/10/2020
Guatemala	Acute Food Insecurity	QA-Inputs to RC	21/10/2020
Central African Republic	Acute Food Insecurity	RC-Zero Draft	06/10/2020
Uganda	Acute Food Insecurity	RC-Endorsement	09/09/2020

**Regional Coordinator:** Click on “+New” to add a new analysis entry

Save Cancel Copy link

\* Analysis Title

\* Type Of Analysis

Current Status

Brief Endorsed ☐

ISS Shared ☐

\* Region

\* Country

Validity Start (Current)

Validity End (Current)

Validity Start (Projection)

Validity End (Projection)

Validity Start (Second Projection)

Validity End (Second Projection)

\* Planned Publishing Date

## STEP 1 - RC-ZeroDraft

**Regional Coordinator:** Fill in the analysis title, the type of analysis (you can select multiple at the same time, like AFI & AMN), choose a country, fill in the validity periods for the current and all projections, and add the planned publishing date. Attach the first draft of the brief received from the Lead Analysis Facilitator that you reviewed. Make sure there is a number (1) at the beginning of the file name. Click on the tick button at the top right corner (or the “Save” icon).

Save Cancel Copy link

✓

\* Analysis Title  
Acute Food Insecurity - Sept 2020

\* Type Of Analysis  
Acute Food Insecurity

Current Status  
RC-Zero Draft

Brief Endorsed ☐

ISS Shared ☐

Region  
Latin America

\* Country  
Haiti

Validity Start (Current)  
01/09/2020

Validity End (Current)  
30/11/2020

Validity Start (Projection)  
01/12/2020

Validity End (Projection)  
28/02/2021

Validity Start (Second Projection)  
31/12/2001

Validity End (Second Projection)  
31/12/2001



\* Planned Publishing Date  
16/09/2020


\* Attachments  
1-test\_document-RC.pdf Unsaved  
Attach file

## STEP 1 - RC-ZeroDraft


**Regional Coordinator:** Click again on the analysis you just created. You will see at the top the button “Next Step”. Click it. A checklist will pop up. Please make sure everything on the list has been done and click the tick button to submit. **This will initiate the workflow process, and an email will be sent to the QA team to take action.**

*(Note that the status has now changed from RC-Zero Draft to QA-Inputs to RC)*

 Edit all  Copy link

**Next Step** 

\* **Analysis Title** Type Of Analysis


Afg\_AFI\_zero draft report\_Aug2020-March2021 Acute Food Insecurity 

**Current Status**



RC-Zero Draft

**Brief Endorsed** ☐ **ISS Shared** ☐



**Region** \* **Country**

Asia Pacific Afghanistan 



**Validity Start (Current)** **Validity End (Current)**

01/08/2020  31/10/2020 


**Validity Start (Projection)** **Validity End (Projection)**

01/11/2020  31/03/2021 



**Validity Start (Second Projection)** **Validity End (Second Projection)**


31/12/2001  31/12/2001 

\* **Planned Publishing Date**

30/10/2020 

\* **Attachments**

 1\_IPC\_AFI\_Afghanistan\_Oct2020\_RC.docx 



 Attach file



## STEP 2 - QA-Inputs to RC

**QA Team:** Download the draft brief and re-upload it with any comments or tracked changes, change the number at the beginning of the file name. You will see at the top the button “Next Step”. Click it. A checklist will pop up. Please make sure everything on the list has been done and click the tick button to submit. **This will send an email to the Regional Coordinator to take action.**

*(Note that the status has now changed from QA-Inputs to RC-Final Draft)*

 Edit all  Copy link

**Previous Step** **Next Step**

\* Analysis Title  Type Of Analysis

Current Status

Brief Endorsed ☐ ISS Shared ☐

Region  \* Country





Validity Start (Current)  Validity End (Current)

Validity Start (Projection)  Validity End (Projection)

Validity Start (Second Projection)  Validity End (Second Projection)

\* Planned Publishing Date



\* Attachments


-  1\_IPC\_AFI\_Afghanistan\_Oct2020\_RC.docx 
-  2\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA.docx 

## STEP 3 - RC-Final Draft

**Regional Coordinator:** Download the draft brief and re-upload it with any comments or tracked changes, change the number at the beginning of the file name. Click on the top button “Next Step”. A checklist will pop up. Please make sure everything on the list has been done and click the tick button to submit. **This will send an email to the QA Team to take action.**

*(Note that the status has now changed from RC-Final Draft to QA-Final Draft)*

 Edit all  Copy link

**Previous Step** **Next Step** 

\* **Analysis Title** Type Of Analysis  
Afg\_AFI\_zero draft report\_Aug2020-March2021 Acute Food Insecurity

**Current Status**  
RC-Final Draft

**Brief Endorsed** ☐ **ISS Shared** ☐

**Region** \* **Country**  
Asia Pacific Afghanistan



**Validity Start (Current)** **Validity End (Current)**  
01/08/2020 31/10/2020



**Validity Start (Projection)** **Validity End (Projection)**  
01/11/2020 31/03/2021

**Validity Start (Second Projection)** **Validity End (Second Projection)**  
31/12/2001 31/12/2001

\* **Planned Publishing Date**  
30/10/2020

\* **Attachments**



 2\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA.docx 

 3\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA\_RC.docx 

## STEP 4 - QA-Final Draft

**QA Team:** Download the draft brief and re-upload it with any comments or tracked changes, change the number at the beginning of the file name. You will see at the top the button “Next Step”. Click it. A checklist will pop up. Please make sure everything on the list has been done and click the tick button to submit. **This will send an email to the Comms Team to take action.**

*(Note that the status has now changed from QA-Final Draft to COMMS-Design)*

 Edit all  Copy link

**Previous Step** **Next Step**

\* **Analysis Title** Type Of Analysis  
Afg\_AFI\_zero draft report\_Aug2020-March2021 Acute Food Insecurity

**Current Status**  
QA-Final Draft

**Brief Endorsed** ☐ **ISS Shared** ☐

**Region** \* **Country**  
Asia Pacific Afghanistan



**Validity Start (Current)** **Validity End (Current)**  
01/08/2020 31/10/2020



**Validity Start (Projection)** **Validity End (Projection)**  
01/11/2020 31/03/2021

**Validity Start (Second Projection)** **Validity End (Second Projection)**  
31/12/2001 31/12/2001

\* **Planned Publishing Date**  
30/10/2020

\* **Attachments**

 3\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA\_RC.docx 



 4\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA\_RC\_QA.docx 

## STEP 5 - Comms-Design

**Communication Team:** Download the draft brief and re-upload the designed version (and snapshot if required), change the number at the beginning of the file name. Click the “Next Step” button.

A checklist will pop up. Please make sure everything on the list has been done and click the tick button to submit. **This will send an email to the Approvers to take action.**

*(Note that the status has now changed from COMMS-Design to Approvals-Content Check)*

 Edit all  Copy link

**Previous Step** **Next Step**

\* **Analysis Title**  **Type Of Analysis**

**Current Status**

**Brief Endorsed** ☐ **ISS Shared** ☐

**Region**  **\* Country**





**Validity Start (Current)**  **Validity End (Current)**

**Validity Start (Projection)**  **Validity End (Projection)**

**Validity Start (Second Projection)**  **Validity End (Second Projection)**

\* **Planned Publishing Date**

\* **Attachments**

-  4\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA\_RC\_QA.docx 
-  5\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms.pdf 

## STEP 6 - Approvals-Content Check

**Approvers:** Download the designed brief (and snapshot if avail.) and review. If Approved for publication, re-upload the brief and change the number at the beginning of the file name.

Click on the top button “Next Step”. A checklist will pop up. Please make sure everything on the list has been and submit.

**This will send an email to the Regional Coordinator to take action.**

*(Note that the status has now changed Approvers-Content Check to RC-Endorsement)*

Edit all Copy link

Previous Step **Next Step**

\* Analysis Title Afg\_AFI\_zero draft report\_Aug2020-March2021 Type Of Analysis Acute Food Insecurity

Current Status Approvers-Content Check

Brief Endorsed ☐ ISS Shared ☐

Region Asia Pacific \* Country Afghanistan

Validity Start (Current) 01/08/2020 Validity End (Current) 31/10/2020

Validity Start (Projection) 01/11/2020 Validity End (Projection) 31/03/2021

Validity Start (Second Projection) 31/12/2001 Validity End (Second Projection) 31/12/2001

\* Planned Publishing Date 30/10/2020

\* Attachments

- 5\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC.pdf
- 6\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC\_App.pdf

## STEP 7 - RC-Endorsement

**Regional Coordinator:** Download the designed brief (and snapshot) and share with the TWG for endorsement & publication. Request for the country ISS to be shared with ISS GSU.

Once it is done, tick “Brief Endorsed” and “ISS Shared”. Click on “Next Step”. A checklist will pop up. Please make sure everything on the list has been done and submit. **This will send an email to the Communication Team to take action.**

*(Note that the status has now changed RC-Endorsement to Comms-Disseminated)*

Edit all Copy link

Previous Step **Next Step**

\* Analysis Title  
Afg\_AFI\_zero draft report\_Aug2020-March2021

Type Of Analysis  
Acute Food Insecurity

Current Status  
RC-Endorsement

**Brief Endorsed**  
☒

**ISS Shared**  
☐

Region  
Asia Pacific

\* Country  
Afghanistan

Validity Start (Current)  
01/08/2020

Validity End (Current)  
31/10/2020

Validity Start (Projection)  
01/11/2020

Validity End (Projection)  
31/03/2021

Validity Start (Second Projection)  
31/12/2001

Validity End (Second Projection)  
31/12/2001

\* Planned Publishing Date  
30/10/2020

\* Attachments

- 4\_IPC\_AFI\_Afghanistan\_Oct2020\_RC\_QA\_RC\_QA.docx
- 5\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms.pdf



## STEP 8 - Comms-Dissemination

**Comms Team:** Download the final brief, publish and disseminate the analysis.  
**Click “Next Step”.** A checklist will pop up. Please make sure everything on the list has been done and submit. **This will send an email to the IM Team to take action.**

*(Note that the status has now changed from Comms-Disseminated to IM-Information Management)*

Edit all Copy link

Previous Step **Next Step**

\* Analysis Title Afg\_AFI\_zero draft report\_Aug2020-March2021 Type Of Analysis Acute Food Insecurity

Current Status Comms-Disseminated

Brief Endorsed ☒ ISS Shared ☒

Region Asia Pacific \* Country Afghanistan

Validity Start (Current) 01/08/2020 Validity End (Current) 31/10/2020

Validity Start (Projection) 01/11/2020 Validity End (Projection) 31/03/2021

Validity Start (Second Projection) 31/12/2001 Validity End (Second Projection) 31/12/2001

\* Planned Publishing Date 30/10/2020

\* Attachments

- 5\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC.pdf
- 6\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC\_App.pdf**

## STEP 9 - IM-Information Mgt

**IM Team:** Check the PTT data, mapping tool and backup all files (geojson, excel, map images).

Click “Next Step”. A checklist will pop up. Please make sure everything on the list has been done and submit. Click again on the tick button at the top right corner. **This will end the workflow for this analysis.**

Detailed back-up protocol is found on SharePoint [here](#)

Edit all Copy link

Previous Step **Next Step**

\* Analysis Title Afg\_AFI\_zero draft report\_Aug2020-March2021 Type Of Analysis Acute Food Insecurity

Current Status IM-Information Management

Brief Endorsed ☒ ISS Shared ☒

Region Asia Pacific \* Country Afghanistan

Validity Start (Current) 01/08/2020 Validity End (Current) 31/10/2020

Validity Start (Projection) 01/11/2020 Validity End (Projection) 31/03/2021

Validity Start (Second Projection) 31/12/2001 Validity End (Second Projection) 31/12/2001

\* Planned Publishing Date 30/10/2020

\* Attachments

5\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC.pdf

6\_IPC\_AFI\_Afghanistan\_.....\_RC\_QA\_RC\_QA\_Comms\_RC\_App.pdf



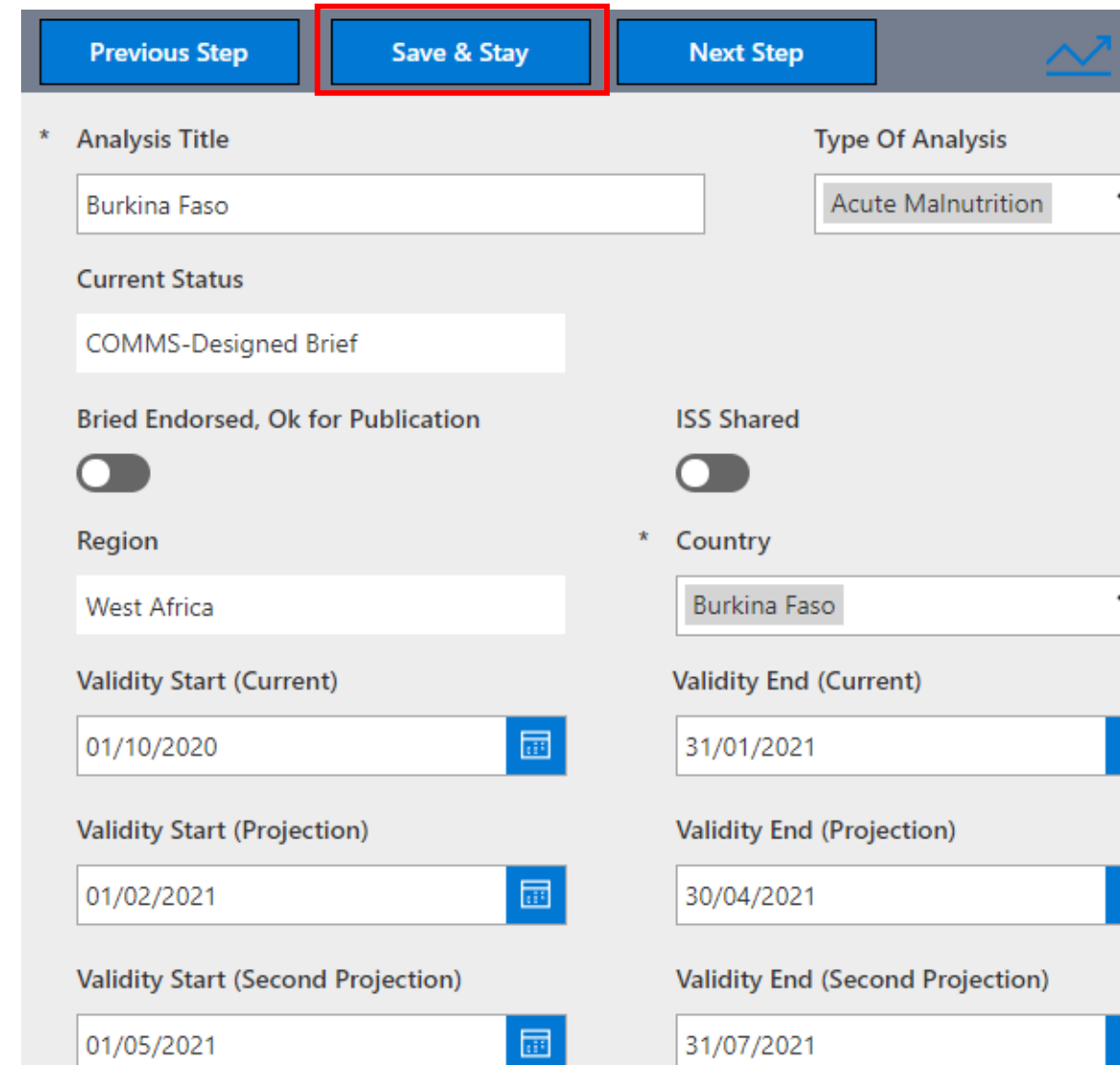


## BONUS TIP:

### SAVE AND STAY

This option allows you to make changes to the analysis (e.g.: upload a document, change the publishing date or write a note) and save those changes without having to move the analysis to the next step yet.

It can allow you to add information you have just received and keep the PAW up-to-date while you might still be waiting on the latest documents or information to be able to move to the next step.



The screenshot shows the 'Save & Stay' button highlighted in red in the top navigation bar. The form contains the following fields:

- Previous Step** (button)
- Save & Stay** (button, highlighted in red)
- Next Step** (button)
- Analysis Title** (text input: Burkina Faso)
- Type Of Analysis** (dropdown: Acute Malnutrition)
- Current Status** (text input: COMMS-Designed Brief)
- Bried Endorsed, Ok for Publication** (toggle switch: Off)
- ISS Shared** (toggle switch: Off)
- Region** (text input: West Africa)
- Country** (text input: Burkina Faso)
- Validity Start (Current)** (text input: 01/10/2020)
- Validity End (Current)** (text input: 31/01/2021)
- Validity Start (Projection)** (text input: 01/02/2021)
- Validity End (Projection)** (text input: 30/04/2021)
- Validity Start (Second Projection)** (text input: 01/05/2021)
- Validity End (Second Projection)** (text input: 31/07/2021)



Integrated Food Security Phase Classification  
*Evidence and Standards for Better Food Security and Nutrition Decisions*



**Post-Analysis Workflow SOP:** <http://www.ipcinfo.org/ipcinfo-website/communication-tools>



Home

About IPC ▾

Latest Analyses ▾

Where We Work ▾

E-Learning ▾

Contacts

Word Templates and Design files

Acute Food Insecurity

IPC Communications Strategy



IPC BrandBook



IPC Icons Guidelines



IPC Country Communications Planning  
Guidelines



→ Post-Analysis Workflow SOP  
Design Publishing Dissemination SOP

[www.ipcinfo.org](http://www.ipcinfo.org)  
The End

### IPC Global Partners



### IPC Funding Partners

