

General Notes to the Templates

- 1 In this Template, worksheets and sections of worksheets are protected to prevent the fomulars therein from being tampered with. The Password to unprotect any of the worksheets is MBNP; the Password is on Row 1 of every worksheet; the row is hidden. It is not advisable that the Password is shared too widely; MTSS Lead Facilitator will know the Password but may not share it widely among users of the template.
- 2 A sheet titled "Drop Downs" is hidden in this Template; to unhide it, right-click the sheets names' tab below and click unhide, then click Drop Downs. It is not advisable that the process for un hiding the Drop Downs sheet is share widely across users of this Template. When the Lead Facilitator of the MTSS finishes with whatever editing he/she wishes to do on the Drop Downs sheet, he/she should hide the sheet back.
- 3 On the Menu Sheet, in cell B6, there is a Drop Down, pick the current year from the Drop Down; i.e. the year you are developing the MTSS. Once the year is picked, the years in cell B7 automatically changes to current year plus 1 to current year plus 3.
- 4 Column P of the Project Prioritisation Template contains Drop Downs; the state that is currently in the Drop Down is Ondo State; you will need to change the state to the state developing the MTSS. The hidden Drop Downs sheet referred to in item 2 above contains all the States of Nigeria and their LGAs. To change the State, put your cursor on any blue cell on Column P; go to Data; click Data Validation; edit the range in the Source to cover the state you want and its LGAs.

Calibration Domestication and Summary	
Enter State	
Enter Sector	
Enter MDA	
Enter Current Year	2020
MTSS Period	2021 - 2023

Financial Summary/Budget Ceiling Tracker			
Year	2021	2022	2023
Capital Budget Ceiling			
Total Project Costs	-	-	-
Balance	0	0	0

Enter Capital Budget ceiling in F3, G3 and H3.

Goals or Broad Objectives of the State Development Plan or the State's Goals

Enter State Development Plan Goal 1	A	Enter the State Development Plan Goals or State's Goals in cells B10, B11, B12, B13, B14, B15 and B16.
Enter State Development Plan Goal 2	B	
Enter State Development Plan Goal 3	C	
Enter State Development Plan Goal 4	D	
Enter State Development Plan Goal 5	E	
Enter State Development Plan Goal 6	F	
Enter State Development Plan Goal 7	G	

Sector Objectives

Enter Sector Objective 1	A	Enter Sector Objectives in cells B19, B20, B21, B22, B23, B24 and B25 (i.e. the objectives which your sector will pursue during the MTSS period).
Enter Sector Objective 2	B	
Enter Sector Objective 3	C	
Enter Sector Objective 4	D	
Enter Sector Objective 5	E	
Enter Sector Objective 6	F	
Enter Sector Objective 7	G	

Version Control (enter version number)

Date Produced

Note: Please sort this table before working on the Costing Template, using Column 'M' as reference column: such that project that ranked 1 comes first, project that ranked 2 comes second, and so on (ask for support if necessary).

Medium Term Sector Strategy (MTSS) 2021 - 2023

MDA:

S/N	Project Code <small>(The Code of the Project in the current year's budget. If the Project is new, add 6 zeros)</small>	Project Name <small>(As in the current year's budget or if it is a new project, as you want it to appear in the next year's budget)</small>	Project's Contribution to State Development Plan Goals							Project Status <small>(Ongoing = 3; New = 1)</small>	Likelihood of completion not later than 2023 <small>(2021 = 3; 2022 = 2; 2023 = 1; Beyond 2023 = 0)</small>	Nature of Project <small>(Developmental = 3; Administrative = 1)</small>	Total Score	Project Ranking	Physical Location: Local Government/ Statewide <small>(Add comment if more than one LGA)</small>	Project Status <small>(Ongoing/ New)</small>	Timelines	
			A	B	C	D	E	F	G								Project Commencement Year	Expected Year of Completion
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Cell: P5

Note: Gabriel Ojebile:

in case of Multiple LGAs, add the list of the LGAs in a separate sheet or as a note to this sheet.

Medium Term Sector Strategy (MTSS) 2021 - 2023

MDA:

S/N	Project Code	Project Name	Project Components	Unit or Quantity			Cost per Unit (N=)			Amount Approved for the Project in 2020 Budget (N)	Budget Requirement in MTSS Years (N)			Total Budget Requirement for the MTSS Period (N)
				2021	2022	2023	2021	2022	2023		2021	2022	2023	
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