



Project Status report

Name:	Eric Chartier
Community (UN SD goal):	RCESaskatchewan Goal 17
MVP#	1
Sprint Cycle Dates:	Nov 14-Dec 8 2023

Project Name	RCESaskAssistance
Blurb	I am helping the RCESaskatchewan show visitors to the site all of the opportunities going on in saskatchewan. Hopefully this will allow visitors to become members to see the opportunities going on in the province , to turn visitors into members of the community .
For Week Ending	Dec 8, 2023
Project Status	Green-ish yellow
Status Description	Sticking with the 1st MVP has been a good idea, as the more I work to document the solution and the processes the more “ What ifs” come to pop up , trying to find and solve problems before the ever become problems so we have procedures in place to rectify a lot of different problems

Activities—During the past sprint cycle

- separated out the award applications into static applications that can be entered manually by volunteers and dynamic applications that are added as people fill out the google form
- People and organizations can apply and get the recognition award in multiple years. I added a process to accommodate this to only show the most recent application data for a project so as to try and not show a project more than once. though this does have some issues described in the next section
- developed and documented the process of how to link the google form file to the google sheets file if it is accidentally unlinked while maintaining the integrity of user data.
- document processes of the solution including
 - initializing the solution from scratch
 - initializing the solution from files given to community
 - how volunteers can complete many tasks
 - view the current years applications to approve or deny them
 - collect current year award winner emails for purpose of emailing all winners at the same time
 - package the project data we want to present on the website and apply that data to the website for visitors to see
 - how to relink the google form to the google sheet if accidentally unlinked
 - how to add collaborators to the google form or google sheet files to keep a centralized and up to date source of data with version control
 - what each formula in the google sheets file does
 - how in theory we can expand our data currently collected to collect more data from the google form

Project Issues

- There is a need to figure out a better method of only getting one set of data per project to account for projects applying and winning awards in multiple years. Right now this is based on email which may not always be connected with the project or could be used in multiple different project applications.



Project Changes

changing the way applications are added to the database , taking into account to keep manual data separate from automated dynamic data. this separation of manual/static from dynamic/automatic allows to create a solution to the problem of if the google form is separated from google sheets file

Activities—Planned for Next Week

- get feedback from community leaders on this solution
- talk more with community leaders about change management, and developing ways of transforming my explicit and tacit knowledge about this system into training materials to train community volunteers on how to use this system and maintain it
- look into alternative plugins to present data , these may be paid plugins or maybe a different method of presenting the data such as a map type presentation similar to what is seen on the GlobalRCENetwork website

Reflection

- I feel on track for the most part , I am glad that I am spending a lot of time figuring out the hidden quirks and features of this solution, as if this solution is implemented by the community , this will hold community data which is sacred , we must have fail safes to make sure in case of total collapses of processes , community data is safe.
- I feel good on my beginning of trying to account for projects winning multiple awards, as the processes prefers automatically added forms first , as these should be updated more frequently than the manual application and will contain the most up to date data on the project.
- my barrier is that I have no experience training someone , I have no practical experience in implementing change management, I hope community leaders will be more knowledgeable in this area and I can learn from the experience of trying to implement change management