dhis2	Requirements Questionnaire

*Capitalized terms can be looked up in the DHIS2 Glossary.

1. **Organization units and reporting levels**

List the different levels (hierarchies) of data collection and reporting, for example Global; Continent; Country, Regional, District, Site… etc.
Do OrgUnits change? In other words, for the life cycle of the program, will the hierarchy remain the same?
At what level(s) is data aggregated? At what level(s) is data reported?
Looking beyond the current project, does this hierarchy fit with other projects (or do other projects have different configurations)?
Discuss your expectations for GIS in this project with LogicalOutcomes, and outside of this project/in the future.
If you're looking to utilize GIS component now, do you have coordinates for the different hierarchy levels?
Do you have site codes (unique identifiers)?

2. **Data collection forms & Indicators**

a. Share (in template) all the data collection forms you are currently using in the program. Are these finalized or are some a work in progress? Is there other important information for the project that is not captured on a form?
b. How long have the data collection forms been in use? Do you expect they will change in the future?
c. For each data collection form, explain the frequency of data collection (Weekly, Monthly, Quarterly, Semi-annual, Yearly), and at which OrgUnit level data is collected (for example, all districts). A table may help.
d. Share a file that includes all indicators / key performance measures / outcomes that you are reporting against. If some measures have targets, please describe these.
e. Are these Indicators etc. considered to be final? If No, how often are they updated?
f. Has the program created any guidelines/SOPs on data collection? Please share any methodologies or training documentation that your team is currently using.

3. Users

Think of 3-5 different User Roles, and explain at which hierarchy level they interact, and their job functions in relation to the database (i.e. data entry people will collect at district level, responsible to transcribe from registries into Excel, then share Excel with country office lead. Other User Roles: M&E Officers, Project Managers, HQ/Global, system administrators etc.)
What is the estimated number of Users, for each User Role?
Will any data (aggregate reports) be publicly accessible or will all information be restricted to users with authentication? It is possible to create a web portal (website) with reports, that does not require user login?

4. Data input

If relevant, are data entry forms standard for all countries in the project?
What mechanisms are put forward to make sure these standards are followed
Describe current processes to ensure data quality.
If relevant, are templates formatted in a way that countries cannot adjust them? (Cell formats and protected in Excel, for example)
Is data collected in different language? Explain.
Do you have past project data you wish to import into DHIS2 (one time)?

5. Data analysis

How will you analyze data; using DHIS2 and/or other statistical packages?
Please share standard report formats/templates that you wish to re-create in DHIS2. Are there other report(s) you'd like to create that you have not yet set up?

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6. Data output

Reports can be exported or shared from DHIS2; are there specific preferred reports formats (PDF, XLS,CSV) ?
How often will the reports be produced; describe the reporting cycle.
What are the current dissemination procedures in place for each reporting cycle
Is reporting required in different languages?

7. System management and maintenance

What are the plans for maintaining the system, at global level and regional/country level? In other words, do you envision a central/HQ management, or will individual countries or projects have the responsibility to maintain their own data elements and indicators, users etc…?