

## 1.1 Mapping Project Workflow

There is no one way to collect data in the field and it will vary by context – but the following steps cover the essential steps you should take.

### 1. Coordinate with the local administration of the area you will be mapping

This entails identifying and contacting partner organisations working locally in the area that you are planning to map. Contacting these can be done via email, however, a letter or document detailing your intent weighs much more.

### 2. Obtain authorization from district and other officials

It's important to inform and get authorization from district officials. Write to the appropriate local official, copying relevant district-level authorities. Once you receive a letter of authorization, copy it to have on hand and distribute to higher-level authorities to make them aware of your project.

### 3. Prepare relevant field data collection tools and guides

To collect good data, you need to employ a well-defined data model. A data model reflects the information you want to capture. After establishing a solid data model, it is important to create logical Field Data Collection Forms that capture the data you are looking for in the best way.

### 4. Recruit mappers

Mappers will in most cases be drawn from community members, students or partner organisation staff.

### 5. Train mappers

It is useful to create a training schedule. Usually two days are enough time to cover data collection and discuss the community's needs. This is also an opportunity to select your field mappers.

**6. Find transportation** Motorbike riders provide a much-needed element of local knowledge, complementing the actual field mappers. Work with mappers or local partners and stakeholders to recruit local transportation

### 7. Field Mapping map guides (maps production)

Strategically organize and subdivide the area to be mapped. Using QGIS, prepare relevant guide maps that mappers will use in the field.

### 8. Field mapping – guide participants during data collection

Mappers should be well equipped with mobile phones having all the relevant tools and accessories to facilitate field mapping. Mappers move to the field with a mission order for their safety and comfort operating in these communities. Mapped data is sent to the server.

### 9. Field Data Cleaning and upload to OSM

Following the field data cleaning workflow, all collected data is cleaned and uploaded to OSM. Reviewing the data before upload ensures that the quality is good before it is shared.

### 10. Schedule follow-up at a later date

It is good to meet after field data collection activities to review the challenges faced in the field. This could take the form of a mapathon.

## Example Technical Project Workflows:

- LEGIT Project Workflow