Preliminary Requirement Gathering Questions for Poughkeepsie Children’s Home:

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1. How are incidents currently being recorded, stored, and accessed?
   1. They are being recorded by hand onto paper, reviewed by official staff to see if it is an incident, then recorded into Google Sheets.
2. What kind of computers does the office staff use?
3. Do you own any server equipment, perhaps in a closet, or is every computer a consumer device.
4. Are the computers hard-wired into the network, or do they operate over WiFi?
5. Is it important that the data only be visible to employees, or is it acceptable for anyone to see it? -Google Drive is not secure/Google owns the data
6. What are all the ways that the data is used?
7. What types of data visualization do you use currently use?
8. Who’s the intended audience for the data visualizations?
9. Can you think of any representations of the data that would be useful?
10. How do you get your data from kaleidacare
11. Is the Home’s IT infrastructure handled by an outside source or is there IT on staff?
    1. Handled by an outside IT firm.
12. Are there distinct groups of people within the organization already? How do permissions differ between them?
13. Who has access to sensitive information?
14. Do you use any sort of private network (VLAN/VPN) to keep information secure?
15. Are there any specific network requirements we must meet or avoid?
16. Do any security measures need to be put in place that you require?
17. Does one or multiple people operate this technology?
18. Do you have a disaster recovery plan?
19. Is there anything specific you want/need out of this project?