



## Technology configuration inventory

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Community & UN SDG(s):	<b>Community:</b> Regina Humane Society (RHS), Organizations Receiving Food from RHS, and Suppliers <b>UN SDG Goals:</b> Goal 2: Zero Hunger – Ensuring food is distributed efficiently to those in need. Goal 12: Responsible Consumption & Production – Reducing food waste and improving how resources are managed.
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### Instructions

It is useful to inventory the current technology configuration of the community, i.e., the current technology that the people working, learning, advancing knowledge (etc.) in the specific area you are engineering software for are using, as a way to understand the community better and what matters to them better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Research the area and make a list of all the platforms and stand-alone tools in your community's configuration as best you can
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use if you can. Identify which are dominant and which are only used by smaller groups and individuals.

**NOTE:** Add new rows as needed below. Please know your search should be as exhaustive as possible given the area you are researching

Platform	Platform type or name		
Supported activities	Tools	Key features	Usage notes
Food Inventory Tracking	Microsoft Excel	- Manual data entry - Formula-based calculations - Inventory tables	Microsoft Excel is used daily to track food donations and distributions, but it requires manual updates, making it prone to errors and data loss. Most staff use basic entry and calculations, while advanced automation is not used because Excel is



			not integrated with other tools.
Volunteer Scheduling	My Impact	<ul style="list-style-type: none"><li>- Shift scheduling</li><li>- Role-based assignments</li></ul>	My Impact is used to schedule volunteers for food distribution, but it does not track inventory. Volunteers sign up for shifts, but there is no direct connection between their shift and the food being distributed.
Food Request & Supplier Communication	Landline & Mobile Phones	<ul style="list-style-type: none"><li>- Real-time communication</li><li>- Quick issue resolution</li></ul>	All food donation confirmations, food requests, and supplier coordination are handled through phone calls. Staff directly communicate with suppliers and community organizations to manage food logistics. Since no structured digital tracking exists, RHS relies on staff remembering or manually writing down details from phone conversations.
Manual Food Tracking by Volunteers	Paper Logs & Printed Forms	<ul style="list-style-type: none"><li>- Manual tracking of food pickup</li><li>- Distribution logs</li></ul>	Paper logs are still used by some volunteers to track food deliveries, but they create data silos because RHS staff must later manually enter this data into Excel. Most logs are only used immediately after food distribution, but rarely referenced later for reporting because they are difficult to consolidate.

Stand-alone tool	Tool type or name		
Supported activities	Tool	Key features	Usage notes
Document Creation & Reporting	Google Docs & Sheets	- Shared collaboration	Google Docs is used for writing reports on donations and distributions, but it is not linked to inventory tracking. Staff manually enter food-related data into reports.
File Storage & Record-Keeping	Google Drive	- File sharing	RHS uses Google Drive to store donation records and reports, but these are static files that are not updated dynamically. Staff refer to them for past records, but they are not used for live tracking.
Physical Calculation Aids	Basic Calculators (Handheld or App-based)	- Manual arithmetic operations	Basic calculators are used for inventory calculations when updating stock manually, but they do not automate anything and require manual logging into Excel.