**City of El Paso Dashboard Project**

**Statement of Work**

1. **Introduction**

The COVID-19 pandemic caused acute shortages for personal protective equipment (PPE) nationwide and, ordering these PPEs from the national stockpile has been practically difficult due to demands from hospitals or due to the products’ expiry date. El Paso’s economic development office and Chamber of commerce can help the business community to support each other during this time of the pandemic. Currently, the activities include a website ([www.elpasobusinesshelp.com](http://www.elpasobusinesshelp.com)), a Facebook public group titled “El Paso Businesses Stand Together” (<https://www.facebook.com/groups/1375488742630083/>), and newsletter from the El Paso Chamber of Commerce. This supporting infrastructure can be enhanced using a dashboard for the manufacturing capabilities of El Paso and calls for creating a centralized information source for stakeholders, businesses, and communities to identify and locate local manufacturers. They can adapt their facilities to produce PPEs required for the community.

1. **Objectives**

The main objectives of this project include developing dashboards with information such as several manufacturing facilities in El Paso that can build various types of PPEs such as face mask, face shield, gowns, gloves, and other raw materials. The University of Texas at El Paso (UTEP) team, with the support from El Paso city officials, can work with better business bureau and Chamber of commerce to get data points related to the dashboard required for the business community in El Paso. The UTEP team shall conduct requirements gathering with El Paso city officials, Chamber of Commerce at El Paso, and Better Business Bureau in terms of the specifications for the required dashboard.

1. **Scope**

The UTEP team will develop a dashboard to help the local businesses in El Paso and other nearby cities based on the data collected from El Paso City officials, Chamber of Commerce, Better Business Bureau. We will also use the data from the Texas Manufacturing Assistance Center (TMAC) at UTEP to provide contact information and capabilities of the industries in El Paso. The scope of this project includes developing the dashboard with the data available at TMAC as well as any information provided by the El Paso City and Chamber of commerce. The design of the dashboard also depends on the ability of the software to display measures based on the input data. The following list outlines the tasks performed as part of the project.

* Requirement gathering
* Concept selection and testing
* Prototyping – Graphic User Interface (GUI) developing
* Final implementation and software validation

1. **Task and Timeframe**

* Conduct requirement gatherings for the dashboard to be developed (2 weeks)
  + The process includes sending surveys and meeting with various stakeholders
* Learn about the requirements of the business community (2 weeks)
* Utilize TMAC dataset to identify manufacturing capabilities in El Paso (2 weeks)
* Identify the data points required to create the necessary information (2 Weeks)
* Generate conceptual prototypes (2 weeks)
* Develop and test prototypes (1 month)
* Implement and Conduct continuous improvement (2 weeks)

1. **Requirements**

* UTEP’s Requirements:

UTEP shall give a monthly update with City of El Paso

UTEP shall provide a final presentation with City of El Paso

* City of El Paso’s Requirements:

City of El Paso shall join UTEP for a virtual kickoff meeting

**VI: Deliverables**

UTEP shall deliver a functional dashboard software, a MS Word document report and a training/tutorial package.