

San Francisco Department on the Status of Women

Executive Summary

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Background

Established in 1998, the San Francisco Department on the Status of Women (SF DOSW) was the first department in the United States to adopt the UN Convention on the Elimination of All Forms of Discrimination Against Women to advocate for the women of San Francisco. Their work focuses on three major areas: Women's Human Rights, Violence Against Women (VAW), and Women in Workplace. Of the three, our team worked specifically with the VAW Prevention and Intervention Grants Program, which provides funding to 39 community-based programs from 27 different grantee organizations in San Francisco to provide essential violence prevention and education for women and youth who are survivors of domestic violence, human trafficking, and sexual assault.

Project Description

Project Opportunity

Each of the funded programs is required to submit quarterly reports on their performance, as well as empirical data on how they use the grants. Currently, all reports and reminders are passed through emails which lead to scattered files that risk becoming lost in the midst of these transactions. After gathering these reports individually, they must be renamed and organized into a specific naming system and directory in order to be processed through the Master Excel for the annual reports, leading to a laborious, unsustainable process.

Project Vision

After extensive research into pre-existing solutions and custom build options, our client and our team determined that the best solution would be to build a custom built web application to optimize the report submission, management, and storage procedure. The app would allow the grantee programs to submit the required report for the current quarter and allow our clients to store these submissions on the cloud for easy extraction at the end of the fiscal year. When grantee programs submit their reports, the app would rename the file appropriately and sort them into the relevant folders, reducing the manual labor on both our client and the grantee programs. The app should also allow our client to filter through the submissions and create custom downloads based on the files they need to reference. In addition to the web application, we also wanted to refactor their existing Master Excel to become more dynamic and sustainable based on the modified file directory system.

Project Outcomes

We are pleased to report that we were able to deliver our clients the promised custom application. The web application has been thoroughly tested by both our team and our clients through multiple iterations and is ready to be used starting with the upcoming fiscal year. All current users, such as the SF DOSW admins and interns, as well as pre-existing grantee programs and their respective users have all been entered into the system, so they each have their own log-in credentials. Each user role has a different level of authorization to ensure privacy and security in the information that is made accessible for each user. Basically, grantee organizations can submit their reports through their dashboard, admins and interns can download and check on file submissions, but admins also have extended abilities that aid the management of data. Additionally, the Master Excel has been reformatted to be much more dynamic and versatile.

Project Deliverables

We delivered a web application, pre-populated with the current grantee organizations and SF DOSW staff information, as received from the SF DOSW. Additionally, we delivered the following: admin credentials, all the project components set up under the SF DOSW name, updated Master Excel, application manuals for the different level of users, and additional recommendations that the SF DOSW should consider moving forward.

Recommendations

Although the pain points regarding report collection and management have been addressed through the web application, in order to conduct more robust analysis of their collected data, adjustments will have to be made in the report form. Once the form is refactored, the app can become expanded to contain the form and grantee organizations can enter in the information directly and our clients will be able to save the data and run more dynamic queries through the application.

Student Development Team

Connor Hanley served as the back-end developer and QA manager. He is a third-year student majoring in Information Systems with a minor in Computer Science. He will be working for Apple Inc. this summer as a systems designer.

Amber Hu served as project manager. She is a third-year student majoring in both Information Systems and Business Administration. She is seeking a career in Asset Management or Operations Consulting after graduating from CMU.

Helen Kim served as the client liaison and the documentation lead. She is a third-year student majoring in Information Systems with a minor in Human Computer Interaction. She will continue pursuing her interests in UI/UX design after graduation.

Sina Siddiqi served as the lead front-end developer and UI/UX designer. She is a fourth-year student majoring in Information Systems with a concentration in Human Computer Interaction. After graduating this year, she hopes to enter the education technology field and focus on creating technology for children with special needs.