**DC DOES**

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LJT Reports – IT Modernization Proposal

**29th July 2021**

Project Team:

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**OVERVIEW**

The LJT report is a quarterly report that is produced by the LMI office. It collects information on all of DOES’ currently active and funded programs, and seeks to report on their performance both internally and to the DC Council. The program performance in turn determines the funding dollars DOES programs receive in the next financial year.

**PROBLEM STATEMENT**

DOES’ data analysts have long relied on DC Networks to obtain their data. This central repository of data, while convenient for all analysts to pull from, must nonetheless provide a solution for integrating different tables in order to produce our reports.

One such solution is to use the Custom Reports under DC Networks. In doing so, we circumvent the need to pull our reports individually. Furthermore, by filtering our data by the relevant activity codes, we are able to produce the same reports from one data source, instead of pulling the reports individually.

**PROPOSED SOLUTION**

The proposed solution involves pulling data from the Custom Reports rather than through the traditional method. Additionally, it involves

Step 1: pulling the data into python (using jupyter notebooks), setting date ranges at the top of the notebook, then filtering the data by date.

Step 2: Dropping all irrelevant columns

Step 3: Creating a repeatable process for each individual report (activity code, program) on LJT.

* Using start date to count enrolments
* Using end date to count program completions

Step 4: Counting up credentials using the right activity codes

Note: This should produce 4x2 reports for each of the first 4 reports, for enrolments and completions respectively, and 1 report for credentials, for a total of 9 reports.

Step 5: Documenting all processes and procedures both in the python code and in our word document

**GOALS**

1. Produce repeatable code for each LJT report
2. Comment for readability by any operations analyst
3. Document how to run the code for any new analyst
4. Bonus / Addition: Add some graphs for programmatic performance

**SPECIFICATIONS**

The data from the DC Networks are to be outputted in the form of a csv. Thereafter, by reading them in with the relevant rows and columns, we can make data analysis far easier and simpler to understand by executives.

**BUDGET**

1 FTE analyst (OLMRP): 8 hours per week

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1 FTE specialist (OIT): 8 hours per week

At an average hourly rate of $55 hourly, this would cost:

$55/hr \* 8 hours \* 3 FTEs \* 4 weeks \* 4 months = $21,210 total.

**MILESTONES**

**Automate All Aspects of Analytical Process**

This means running all processes at the click of a button.

Moreover, it entails adding additional features to make the project’s visibility jump to the next level, with visuals that pop and are referenced in executive budgeting meetings.

**Documenting Procedures**

The documenting procedure is simple, and simply enhances readability for all stakeholders interested in the project.