MAKERERE UNIVERSITY

Virtual Portfolio Manager

By

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Data Collection Tool Document

DEPARTMENT OF NETWORKS SCHOOL OF COMPUTING AND INFORMATICS TECHNOLOGY

A Data Collection Tool and Plan Document submitted to the School of Computing and Informatics Technology

For the Study Leading to a Project Proposal in Partial Fulfillment of the

Requirements for the Award of the Degree of Bachelor Of Makerere University.

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Introduction

This document describes how data shall be collected from various data groups and sources.

Interviews

During the interview process, a questionnaire guide will be used where the team will interview Startups, Investors, Incubator directors, and Program Managers.

This is to be used to ensure proper planning, monitoring and evaluation. This shall be carried out face to face or through remote media such as telephone, skype and zoom.

All group members shall conduct face-to-face courtesy visits with the managers, investors and startups at the following business incubation hubs.

- Stanbic business incubator Kololo, Kampala
- Mic business incubator Makerere
- Techbuzz hub Ntinda Kampala
- Start hub Africa Ntinda Kampala
- Innovation village Ntinda Kampala

The remote media interviews shall be conducted with the people that might not have to make it for courtesy visits.

Name/Company of Responder	
Name of the business incubator?	
Type of Responder	

What are current state of investment steps in Uganda	
How do investors currently identify potential businesses	
Are there systems currently used to keep track of investments	
What is the Strength , weakness, opportunities and threat (s) of using the current software systems in the business incubator?	
What kind of System would you recommend to be built to solve the current problems your facing	

Table 1: Interview Question Structure

Survey and Questionnaires

This form is designed to collect and record information from start-ups, investors, business incubation managers, and directors. This shall be conducted using an online google form. Attached is the link to the state.

https://docs.google.com/forms/d/1w-YRgMYZAaTfrKqRO0Ffqk1AuDBVFHGFqxJmALDkZFk/edit?usp=sharing

Observation

The team shall systematically identify and record observations from the field interactions with start-ups, investors and incubation hubs.

There are three different approaches we plan to use for observing a business user in action:

- Pure observation without interaction: In this model, we simply show up, remain quiet, and watch the person work.
- Observation with interaction: Here, we do get to interact with the person who performs the job. He can talk to you and you as he performs the process you're observing.
- Performing the task: This method is where you get to complete the job yourself. With this approach, we establish even more credibility than when you observe interaction; as an added benefit, you often stumble upon answers to unanswered questions.

We are to attend start events and visit hubs and investment offices.

Conclusion

A report will then be generated with an analysis of the questions.