Team 2 (Project Proposal)

Project Proposal: Data Literacy Program for the Office of the City of College Park

Team 2 has decided to develop a Data Literacy Program for the Office of the City of College Park. We provide consulting and training to employees with less technical backgrounds, such as HR, Budget Analysts, Administrative, and clerical staff. These employees will benefit the most from a Data Literacy Program, which will empower them with the necessary skills to improve their performance, increase efficiency, and adapt to new technologies.

While a data literacy program could still prove helpful for those in STEM, it wouldn't be as effective as most employees would have background knowledge on the program's subjects. Centering the program on those who need it most would make it as effective as possible and have the largest positive impact overall on the Office of the City of College Park.

Due to new technologies such as artificial intelligence, there has been an increasing need for those with a good understanding of how to manipulate data effectively and understand standard data management techniques. Creating data visualizations efficiently can prove incredibly useful, and understanding how to use programs to develop them will give employees the confidence to broaden their capabilities and better present the results of their projects.

- What is the information service you would like to create or reinvent?
    - We are proposing a Data Literacy Program that only exists for some municipal cities. We plan to recommend, implement, and train their employees in Data Literacy, which is more valuable and practical in the current working environment.
- Why is this information service needed?
    - As data becomes more central to decision-making and day-to-day operations, many employees struggle with interpreting, analyzing, and visualizing data effectively. Without these essential skills, employees face challenges keeping up with modern technological demands. This hinders their ability to make informed decisions, manage workflows, and adapt to new tools.

- It will improve their efficiency, understanding, analysis, and interpretation of data, enabling them to make better and faster decisions and reduce errors.
- What is the specific setting in which the information service will be provided and used?
  - It will be used in the workplace. These programs are typically used to train new employees, so making the Program more effective will positively impact more companies and improve the work environment.
  - The training will include practical, hands-on sessions to simulate real workplace situations.
  - The Program will focus on HR, finance, accounting, and administration employees at the Office of the City of College Park.
- What are the expected functions and utilities of this information service?
  - Our Program is planned to equip employees with basic, in-depth, and advanced knowledge of data skills, promoting a data-driven approach for both management and non-management.
  - Enhance their knowledge of data privacy and communication.
- Teamwork plan: Who is going to do what by when?
  - This will be a team effort, and team members will overlap as to what work is being completed. While there will be flexibility in who completes tasks and when work gets done, we will do our best to stick to the deadlines we have set:
    - By Oct 18: Complete initial planning and research
      - Project Manager
      - Researchers
    - By Nov 1: Systems design and data collection
      - Curriculum developers
      - Researchers
      - Technology consultants
    - By Nov 8: Development and testing
      - Prototyping/Mockup Design
      - Technology Consultants
    - By Nov 28: Final adjustments and documentation
      - Project Manager
      - Quality Assurance
    - By Dec 6: Create final presentation
      - All team members

- Project Manager (Oversee project, plan meetings, set deadlines): Nadvi
- Researchers (Collect and organize relevant information): James. Abinash
- Curriculum Developers (Plan course, design modules): Jenny
- Technology Consultants (Tool integration): Kofi
- Prototyping/Mockup Designer (Creating initial drafts): Perry
- Quality Assurance (Reviewing deliverables before submission): Aarushi
- Other relevant thoughts, information, or questions
  - Expand it to other Federal and State Departments.
  - Partnership and collaboration with universities and local businesses.

The Data Literacy Program will transform employees' decision-making confidence, boost efficiency and automation, and foster collaboration with other departments.