Top 3 findings

- Program analysis showed that **ORG_C** leads in both enrolment and activity participation.
- **Disabled and Elderly** beneficiaries form the largest groups served.
- **Home Visits** and **Skills Training** were the most attended activities, and participation increased steadily from **February to July**, indicating growing engagement.

Recommendations

Data Quality Issues

1. Inconsistent or incomplete ID numbers and contact details
    a. Makes it difficult to uniquely identify beneficiaries, link records between sheets, and track participation across programs.
    b. Add a simple validation rule in Excel (e.g., ID must be 13 digits). Use conditional formatting to highlight missing contact numbers or IDs. Standardize a "Invalid" or "Unknown" code instead of leaving blanks.
2. Duplicate or mismatched beneficiary records across datasets
    a. Leads to inaccurate counts of beneficiaries served and unreliable impact analysis.
    b. Use Excel's "Remove Duplicates"
3. Inconsistent data entry for categorical fields (e.g., gender, activity type, attended)
    a. Causes difficulties when grouping, filtering, or creating summary statistics (e.g., "Male" vs "male" vs "M").
    b. Use drop-down lists (Data Validation in Excel) for standard values. Periodically review and clean data before monthly reporting.

Data Collection Improvements

1. Missing fields for monitoring
    a. Add fields like: date_of_exit (to track program completion), reason_for_exit, and field_worker_name (to monitor who collected the data).
2. Simplify data entry
    a. Introduce structured data collection templates in Excel or Google Forms with dropdowns and auto-date fields. Use consistent column ordering across all partner organizations.
3. Validation rules
    a. Set rules such as:
       – date_of_birth must be before enrollment_date
       – household_size > 0

– monthly_household_income ≥ 0

– attended must be Yes/No/Cancelled only

Monitoring Dashboard Ideas

If ACAT leadership had a simple, automated dashboard (in Google Sheets, Looker Studio, or Power BI), the following three charts would provide clear insights:

1. Enrollment vs Active Beneficiaries (Clustered Column Chart)
   - Number of beneficiaries enrolled, active, and completed, broken down by partner organization.
2. Activity Attendance Rate by Type (Bar or Pie Chart)
   - Percentage of beneficiaries attending different activity types (Food Parcel, Counselling, Skills Training, etc.).
3. Vulnerability Breakdown (Stacked Column or Donut Chart)
   - Distribution of beneficiaries by vulnerability category (Child-headed, Elderly, Disabled, etc.) and gender.

Key Monthly Metrics to Track:
- Total beneficiaries enrolled and active.
- Attendance rate (%) across all activities.
- Number of new enrolments vs exits per month.
- Activities delivered by partner organization.
- Percentage of incomplete or missing data fields (data quality indicator).