DHE Monthly Check-in, July 2023 & Q2 REPORT

Agenda

1. Technical Progress: Work-Plan here<https://path.ent.box.com/file/1142883137036>

2. Organizational Development: OD Tool here<https://path.ent.box.com/file/1147985364666>

3. Financial Updates: * Upcoming Milestones<https://path.ent.box.com/file/1141995957817> and Monthly Narrative Report format here<https://path.ent.box.com/file/1141995795433>.

4. Queries & Open Discussion

5. AoB

Technical Work - Capacity Building

CHT Design Onboarding

Name	Signup (CHT Academy) Progress	Course completion Progress
Ian BecKer Muhire	Completed	100%
George Kyambadde	Completed	100%
Barbra Esther Namuli	Completed	100%
Opolot Emmanuel	Started	10%
Owen Kasule	Started	10%

CHT App Building and SRE onboarding

Developer Name	Signup (CHT Academy) Progress	Course completion Progress
George Kyambadde	Completed	100%
Ian Becker Muhire	On track	50%
Opolot Emmanuel	Started	20%
Owen Kasule	Started	20%
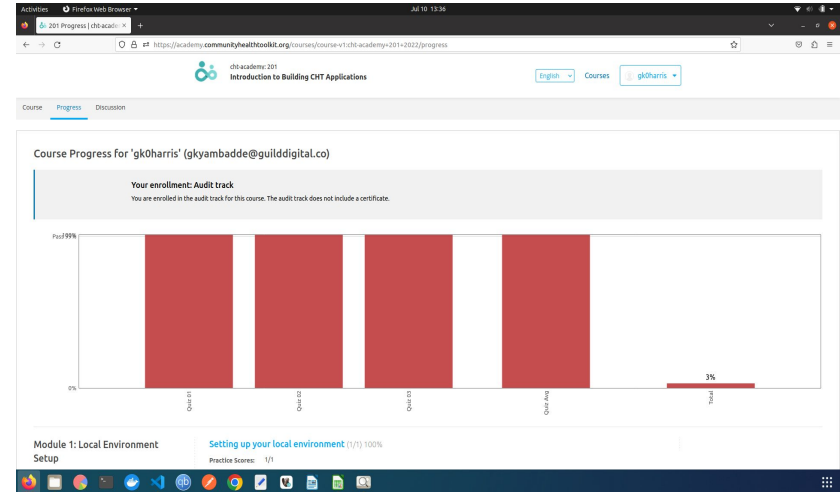
Academy portal: showcasing the progress overview section.

Goals for Q3 - Capacity Building

1. Deepen design collaboration within the team and expand it to include partner project teams
2. Increase design documentation for partners; and also on the CHTEA Repository
3. Together with Medic Team, have our 2 new developers successfully complete local set up for CHT version 4.1.1
4. Leveraging latest platform features and improvements
5. Documenting experience and providing feedback for platform enhancement

Supported Versions

Medic supports minor versions of the CHT Core Framework for three months after the next minor version is made available, and the latest minor of a major version for twelve months after the next major version is made available.
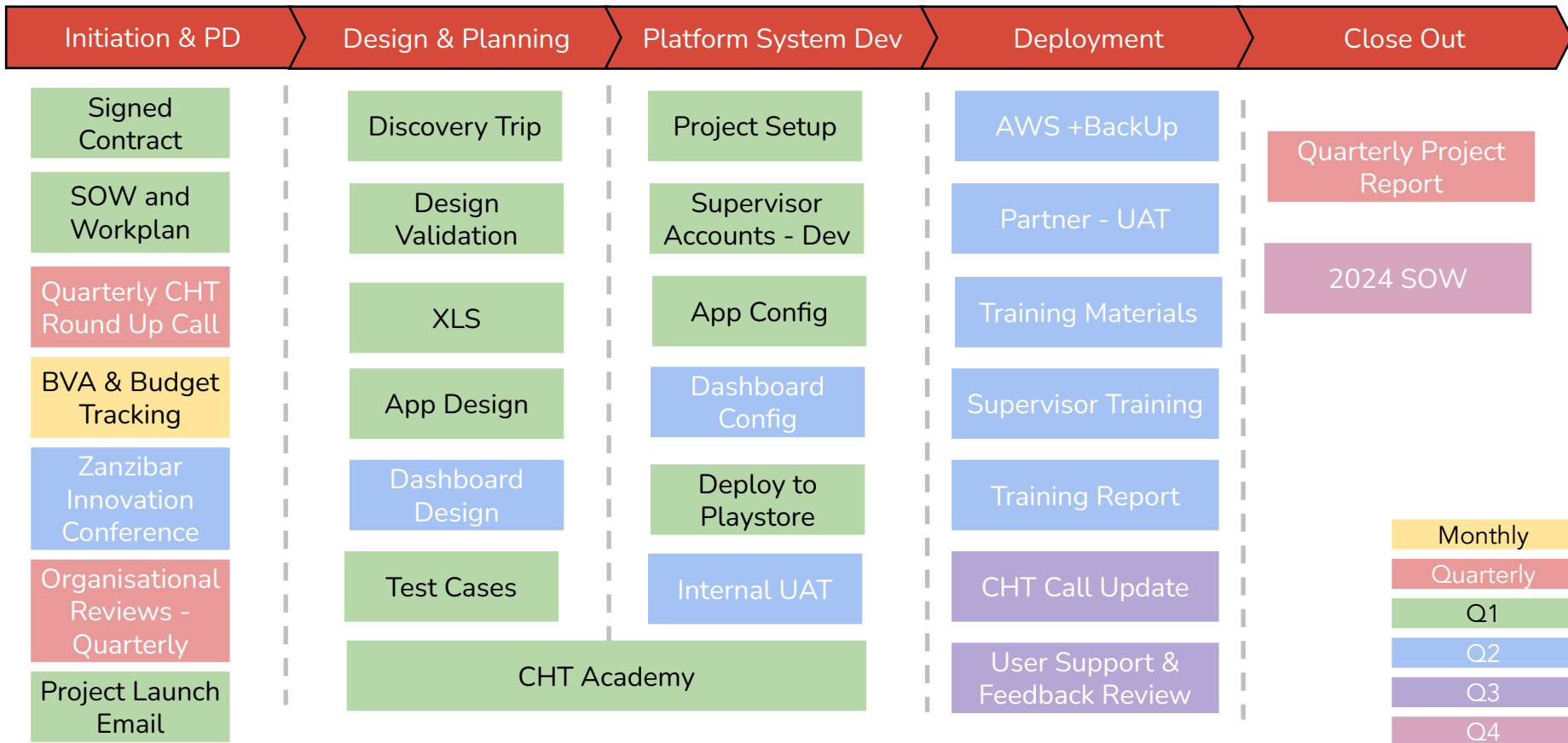
Once a version is no longer supported it will not receive any further patch releases and upgrading to a supported version will be required to resolve any issues you have.

It is recommended that all projects update regularly multiple times a year to get the benefits of bug fixes, security patches, and performance improvements. Being on a supported version also makes it easy to start using features coming in future releases. Most upgrades are quick, reliable, and easily adopted by users. Whenever an upgrade does require additional effort this will be outlined in the release notes.

Version	Status	Release date	End of life
4.2.x	Current	25-May-2023	TBA
4.1.x	Current	12-Dec-2022	25-Aug-2023
4.0.x	EOL	03-Nov-2022	12-Mar-2023
3.17.x	Current	11-Oct-2022	03-Nov-2023
3.16.x	EOL	3-Aug-2022	11-Jan-2023
3.15.x	EOL	4-May-2022	3-Nov-2022
3.14.x	EOL	11-Feb-2022	4-Aug-2022

GUILD DIGITAL

Technical Work - Product Development

PATH, Medic: Technical Workstream

GUILD DIGITAL

Initiation & PD	Design & Planning	Platform System Dev	Deployment	Close Out

Initiation & PD
- Signed Contract
- SOW and Workplan
- Quarterly CHT Round Up Call
- BVA & Budget Tracking
- Zanzibar Innovation Conference
- Organisational Reviews - Quarterly
- Project Launch Email

Design & Planning
- Discovery Trip
- Design Validation
- XLS
- App Design
- Dashboard Design
- Test Cases

Platform System Dev
- Project Setup
- Supervisor Accounts - Dev
- App Config
- Dashboard Config
- Deploy to Playstore
- Internal UAT

CHT Academy

Deployment
- AWS +BackUp
- Partner - UAT
- Training Materials
- Supervisor Training
- Training Report
- CHT Call Update
- User Support & Feedback Review

Close Out
- Quarterly Project Report
- 2024 SOW

Legend:
- Monthly
- Quarterly
- Q1
- Q2
- Q3
- Q4

Workflow design

Guild Digital will use the next quarter to reference workflow documentation and literature to support configuration of workflow. The defining stage will include brainstorming with settlement supervisors profiles to better define supervisor needs and requirements.

Workflow Configuration

- The Administrator handles administrative tasks related to user management, permissions, reports, resources, and support activities.

- The Health Facility staff login, authenticate, capture data, complete forms, and provide support to VHTs.

- The Supervisor App allows the supervisor to login, view a dashboards (VHT performance and community health indicators), manage VHTs, review reports, provide feedback, set targets/goals, and provide support to VHTs
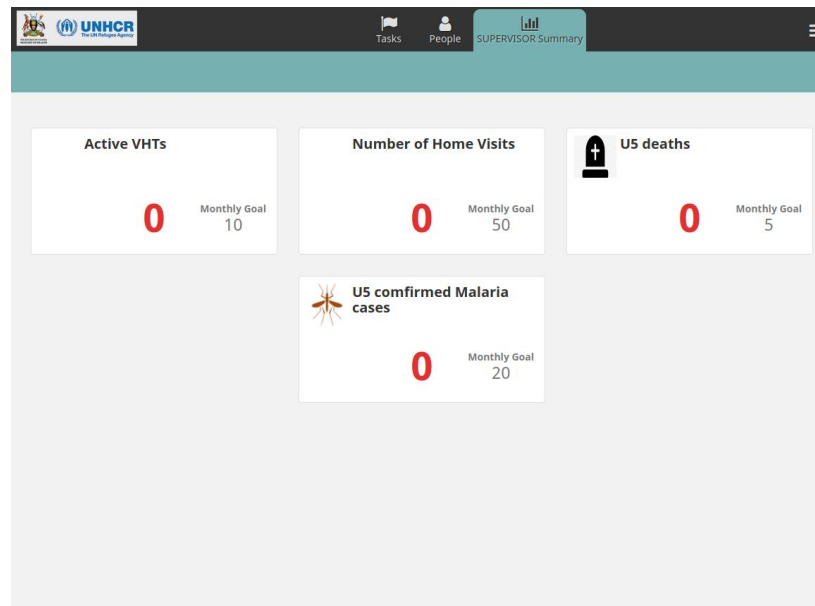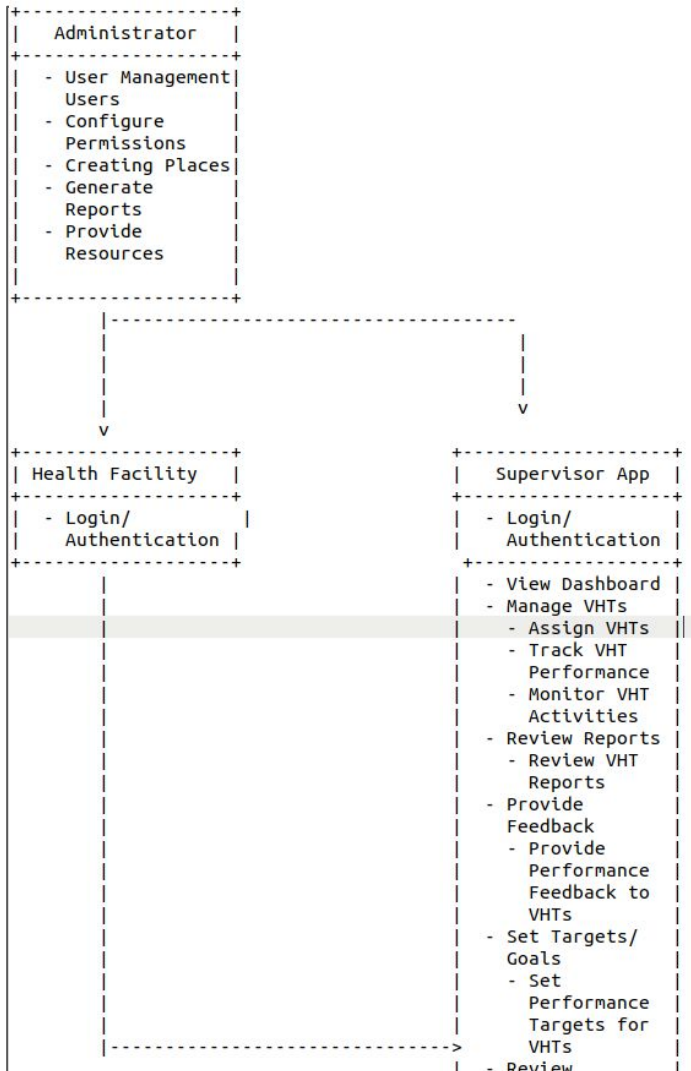
```
+------------------+
|  Administrator   |
+------------------+
| - User Management|
|   Users          |
| - Configure      |
|   Permissions    |
| - Creating Places|
| - Generate       |
|   Reports        |
| - Provide        |
|   Resources      |
|                  |
+------------------+
        |--------------------------------|
        |                                |
        |                                |
        |                                v
        v
+------------------+        +------------------+
| Health Facility  |        |  Supervisor App  |
+------------------+        +------------------+
| - Login/         |        | - Login/         |
|   Authentication |        |   Authentication |
+------------------+        +------------------+
        |                   | - View Dashboard |
        |                   | - Manage VHTs    |
        |                   |   - Assign VHTs  ||
        |                   |   - Track VHT    |
        |                   |     Performance  |
        |                   | - Monitor VHT    |
        |                   |   Activities     |
        |                   | - Review Reports |
        |                   |   - Review VHT   |
        |                   |     Reports      |
        |                   | - Provide        |
        |                   |   Feedback       |
        |                   |   - Provide      |
        |                   |     Performance  |
        |                   |     Feedback to  |
        |                   |     VHTs         |
        |                   | - Set Targets/   |
        |                   |   Goals          |
        |                   |   - Set          |
        |                   |     Performance  |
        |                   |     Targets for  |
        |                   |     VHTs         |
        |-------------------> - Review
```


Fig: Supervisor metrics summary

Q2 Challenges

People Setbacks
- Team risks not handled on time

Process Challenges
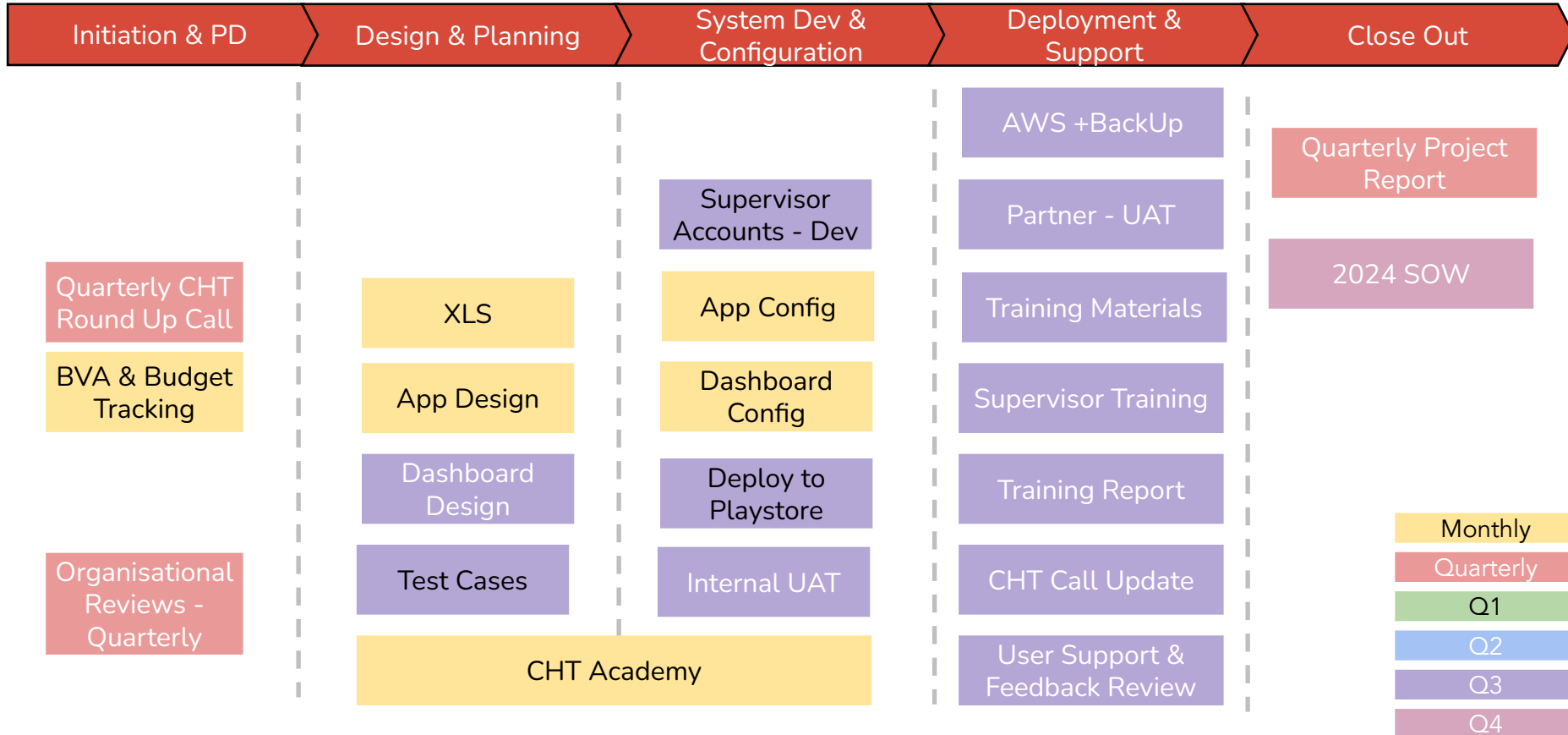- Inability to conclude modalities with UNHCR (due to funding)

Product blockers:
- Delays in delivery

Peter McLean's
3 P's of Organizational Success

People + Process
- Bureaucracy
- Low achievement
- No results or accountability

People + Product
- Uncertainty
- Chaos
- Lack of innovation

People

Product + Process + People
- Success!
- High innovation
- Adaptability
- Motivation
- Accountability

Process

Product

Process + Product
- Robotic fulfillment
- Low motivation
- Low innovation

LaConte Consulting ©2018   https://laconteconsulting.com

Source: http://www.lamplighter.com.au

PATH, Medic: Digital Health Ecosystem -Q3

GUILD DIGITAL

Initiation & PD	Design & Planning	System Dev & Configuration	Deployment & Support	Close Out

Initiation & PD
- Quarterly CHT Round Up Call
- BVA & Budget Tracking
- Organisational Reviews - Quarterly

Design & Planning
- XLS
- App Design
- Dashboard Design
- Test Cases
- CHT Academy

System Dev & Configuration
- Supervisor Accounts - Dev
- App Config
- Dashboard Config
- Deploy to Playstore
- Internal UAT

Deployment & Support
- AWS +BackUp
- Partner - UAT
- Training Materials
- Supervisor Training
- Training Report
- CHT Call Update
- User Support & Feedback Review

Close Out
- Quarterly Project Report
- 2024 SOW

Legend:
- Monthly
- Quarterly
- Q1
- Q2
- Q3
- Q4

Goals for Q3 - Product Development; Design

Supervisor App Workflow design and documentation
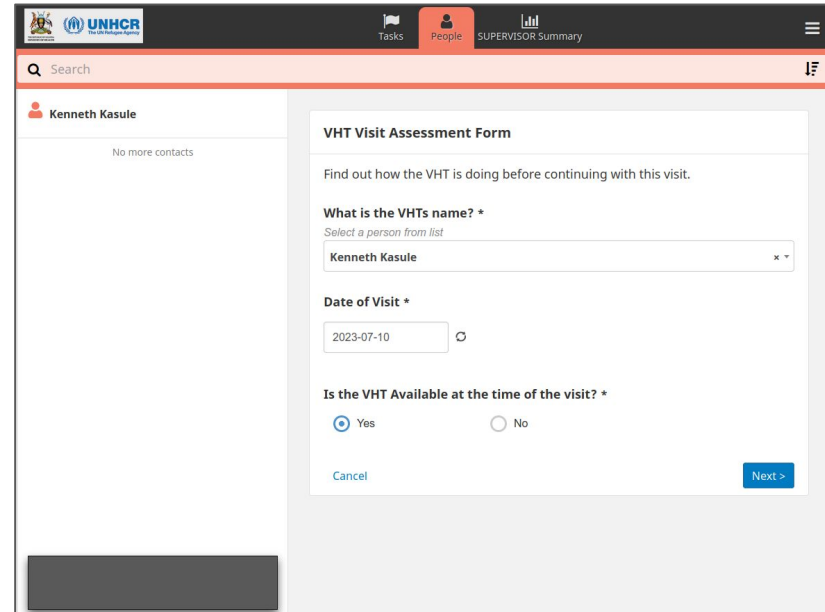
- Partner User Acceptance Testing (UAT) for Supervisor App validation
- Collaboration with MTI and IRC for UAT and alignment with end user requirements
- Delivering Supervision Analytics with Klipfolio dashboard interface + Aggregate Targets
- Integration of Google Play store App Usage Metrics

Maintaining VHT App
- Completing support tickets present and fixing bugs
- Attempting 1 new program area guided by UNHCR and partners (EPI, Improved Nutrition, Death Reporting, Materials & Stock).

Goals for Q3 - Product Development; Configuration

1. Update Git repositories: Commit and push the latest code changes to ensure an up-to-date project codebase reflecting recent developments.
2. Refine the Supervisor App, on the Dev Instance: Incrementally deploy app components and features on the dev instance for review and evaluation of functionality and performance in a controlled environment with Medic
3. Update the deployment in the Playstore for Production: After completing implementation and testing phases, the next critical step is to release the app on the Play Store for production.

Organisational Development

GD - Organizational Development

GUILD DIGITAL

Initiation & PD	Design & Planning	System Dev & Configuration	Deployment & Support	Internal Ops

Initiation & PD
- Board Presentation
- 2022 Annual Report
- BVA & Budget Tracking
- Admin Team Field Trip
- Social Media Plan

Design & Planning
- Quarterly CHT Call - Design
- Website Update
- Design Sprint
- Dev Team Field Trip

System Dev & Configuration
- Quarterly CHT Call - Supervisor App
- GD Impact Dashboard
- Play Store Metrics
- Config Sprint

Deployment & Support
- Quarterly CHT Call - Metrics & Impact
- AWS & Klipfolio Review
- Platforms Costing

Internal Ops
- All Hands Meeting; Pulse Check
- 2023 Annual Report
- 2024 Budgeting

CHT Academy

Legend:
- Monthly
- Quarterly
- Q1
- Q2
- Q3
- Q4

Organizational Development

- Organizational Capacity Assessment Tool (OCAT) collaboration with PATH: Collaborated with PATH to conduct an assessment using the OCAT to evaluate Guild Digital's organizational capacity and identify areas for improvement.

- Team reshuffle and onboarding: Implemented a team reshuffle resulting in the successful onboarding of four dedicated team members, aligning job descriptions for improved clarity on deliverables.

- Q2 Pulse check improvements: Registered improvements in employee satisfaction, job roles, communication, relationships, and work environment through the Q2 Pulse check, facilitating valuable feedback and insights from staff.

- Collaboration with Ministry of Health (MoH) Uganda: Strengthened relationship with MoH, leading to Guild Digital's appointment of two staff members to HIIRE Technical Working Group and Digitization Coordination Technical Working Group, enabling close collaboration on healthcare digital initiatives.

GUILD DIGITAL

All Team

Agnes Kabalyanga

Brian Ssennoga

George Kyambadde

Ian Muhire

Fatiha Taban

Barbara Namuli

Owen Muhereza Kasule

Loy Nabbosa

Emmanuel Opolot

Winnie Nabbanja
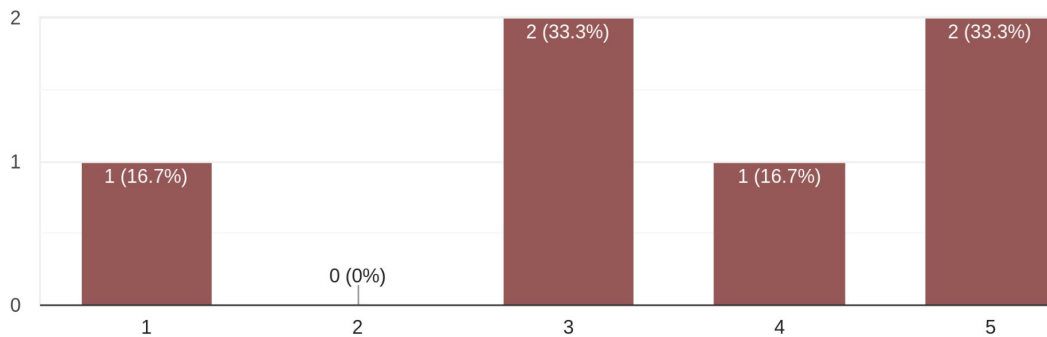
How happy are you at work?
6 responses

How happy are you at work?
7 responses
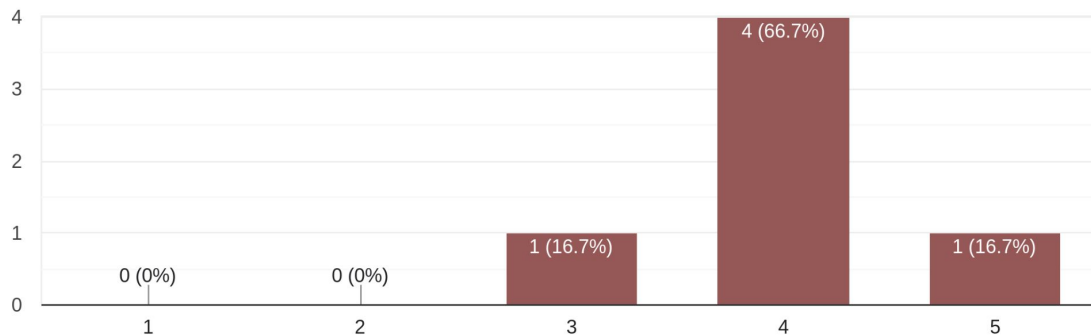
GUILD DIGITAL
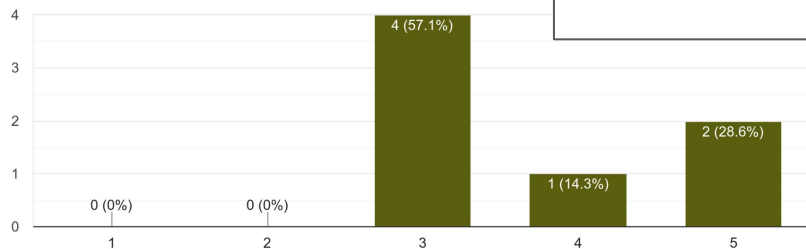
I feel that I have much opportunity for professional growth, at Guild?

6 responses

- 0 (0%) — 1
- 0 (0%) — 2
- 1 (16.7%) — 3
- 1 (16.7%) — 4
- 4 (66.7%) — 5
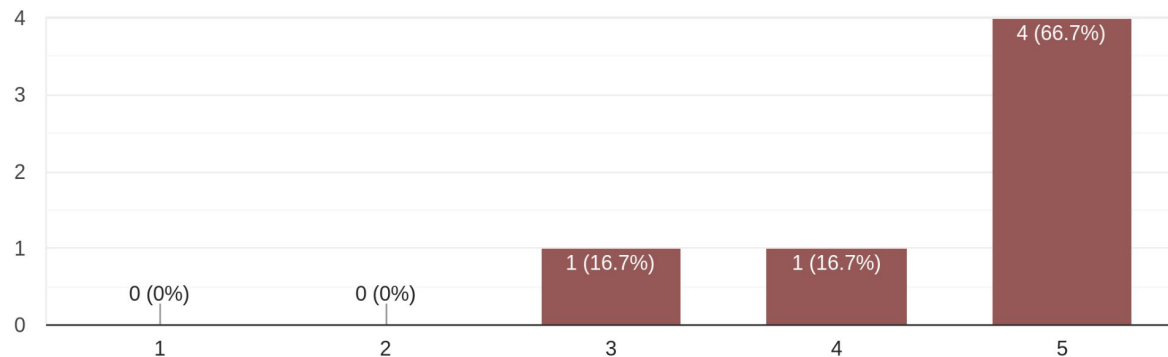
I feel that I have much opportunity for professional growth, at Guild?

7 responses

- 0 (0%) — 1
- 0 (0%) — 2
- 2 (28.6%) — 3
- 3 (42.9%) — 4
- 2 (28.6%) — 5

GUILD DIGITAL
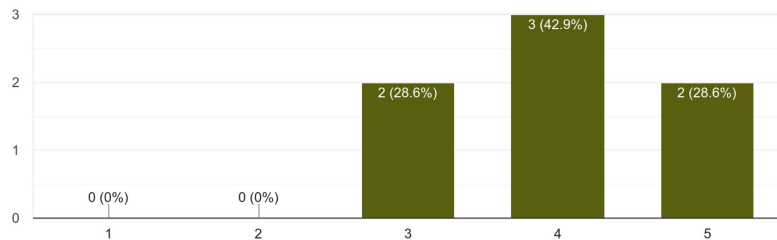
How likely is it that you would recommend to working at Guild, to a friend or former colleague?
6 responses

- 0 (0%) — 1
- 0 (0%) — 2
- 1 (16.7%) — 3
- 2 (33.3%) — 4
- 3 (50%) — 5
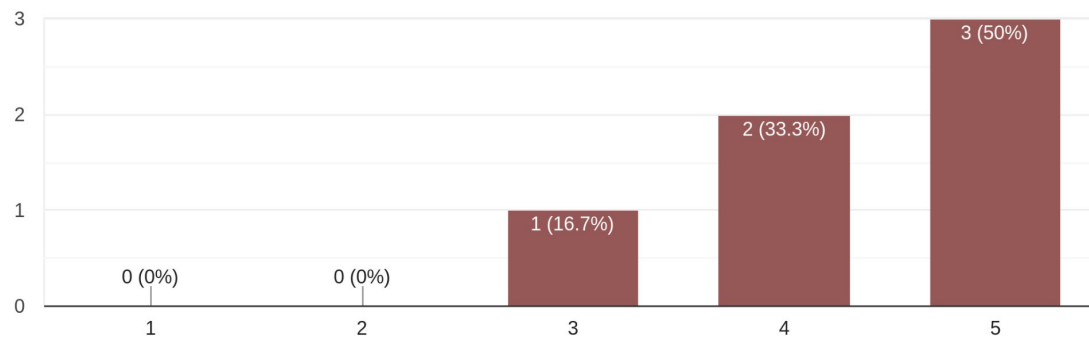
How likely is it that you would recommend to working at Guild,
7 responses

- 0 (0%) — 1
- 2 (28.6%) — 2
- 1 (14.3%) — 3
- 2 (28.6%) — 4
- 2 (28.6%) — 5
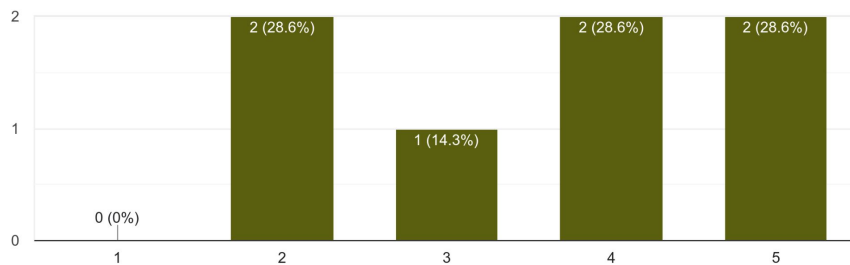
Goals for Q3 - Organisational Development

1. Engage with PATH team for business growth: Collaborate with the PATH team to develop a business growth strategy focusing on stronger positioning, clarified strategy, and securing additional funding for a sustainable operation.
2. Explore opportunities with humanitarian organizations: Identify and pursue new opportunities with organizations involved in humanitarian mission work, such as IRC and OIM in Kenya and Uganda.
3. Improve compliance and legal standing: Enhance compliance and legal processes by ensuring timely disbursements to NSSF and URA, incorporating staff benefits into budgeting, and prioritizing programmatic goals while considering team welfare.
4. Strengthen internal controls and policies: Implement a more rigorous process for internal controls, reinforce policies through reminders at monthly All-hands in-person meetings to guide the team.

GD 2023 Operations Budget		ANALYSIS		
Account Code	Details	Projection	Paid so far	Burn Rate as a Percentage
GD001	Program Team			
		UGX67,635,516	UGX27,478,107	40.6
GD002	Product Team			
		UGX81,011,008	UGX41,564,275	51.3
GD003	Meals & Refreshments			
		UGX9,060,000	UGX1,198,600	13.2
GD004	Trading License			
		UGX187,500	UGX0	0
GD005	Transport			
		UGX1,100,000	UGX1,060,252	96.3

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GD 2023 Operations Budget		ANALYSIS		
Account Code	**Details**	**Projection**	**Paid so far**	**Burn Rate**
GD006	Business Development Activities			
		UGX5,800,000	UGX11,680,326	20.1
GD007	Bank Charges			
		UGX1,604,000	UGX173,600	10.8
GD008	Phone & Internet			
		UGX3,960,000	UGX1,830,000	46.2
GD009	Taxes & Compliance	UGX24,931,200	UGX5,176,200	20.7
GD010	Web & Online Subscriptions	UGX19,783,800	UGX8,921,227	45
GD011	Supplies	UGX1,200,000	UGX620,000	51.6
GD012	Professional Fees			
		UGX25,238,791	UGX5,364,800	21.3

Account Code	GD 2023 Operations Budget	ANALYSIS		
	Details	Projection	Paid so far	Burn Rate as a Percentage
GD013	Rent			
		UGX12,000,000	UGX8,960,000	74.6
GD014	Equipment			
		UGX11,500,000	UGX5,000,000	43.4
GD015	Branding			
	Team Items	UGX1,200,000	UGX240,000	2
	Total Budget	**UGX268,611,816**	**UGX238,294,774**	**88.7**

DHE Grant Milstone	Amount
Total funds obligated	$68,164
Total funds disbursed to date	$34,082.00
Total spend against those funds	$28,711.19
Balance on disbursed funds	$5,370.81
Request for 3rd disbursement	$13,632.80

Thank You!

Our Processes

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Initiation	Design & Planning	System Dev & Configuration	Deployment & Support	Close Out

Ongoing Opportunity Spotting

| | User & System (+Features) needs assessment, service delivery workflow design | Platform Dev, Form Config, WebApp Customization & Config, Dashboard Dev. | Manual & User Guide Creation, Training & End user Testing Activity | |

Planning and other phase project needs assessment

Full Deployment , Monitoring & Support

| Partnership & Business Development, Signed Contracts. Concept feasibility, Project knowledge Transition | Translating design output & planning discussions to technical requirements, & deployment requirements | Internal Testing, Partner Testings | System user manuals, Hand guides, Training Documents, Pre-deployment activity report | System Transfer & Close-Out Discussion |

Our Identity

GUILD DIGITAL

Vision

To lead in Africa's digital transformation and technology for business and development
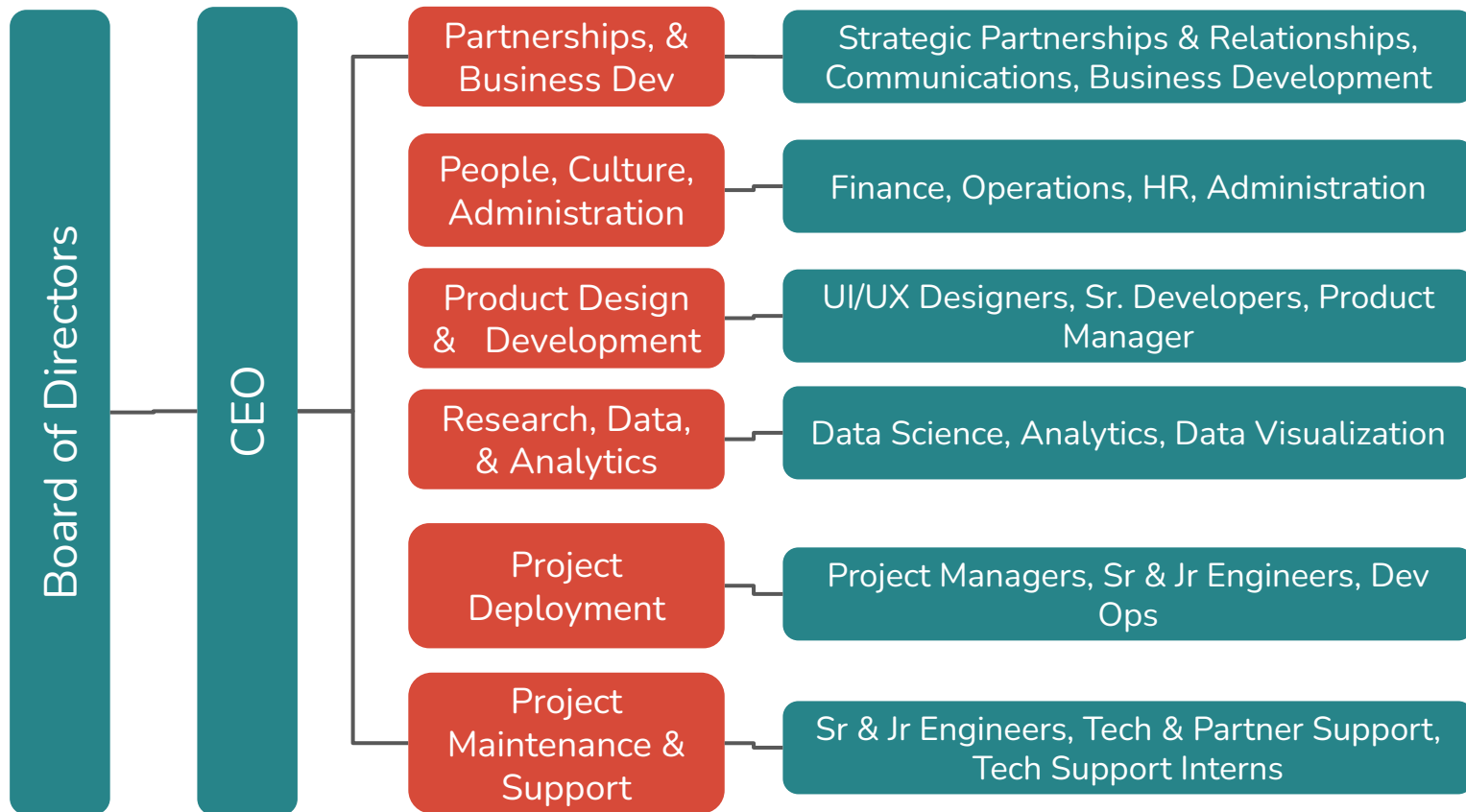
+

Mission

To create, deploy and support superior and affordable custom digital solutions that accelerate our client's business

+

What We Do

Enterprise Software
Web & Applications
Enterprise Mobility
Design As A Service
Digital Transformation
Data Analytics & Visuals
Business Tech Consulting

We design, build, deploy and support highly affordable customized digital solutions for companies and governments, large and small. By applying modern design principles, in conjunction with the latest in cloud, mobile, desktop and blockchain technologies, we create bespoke solutions that connect co-workers with each other, companies with their customers, and governments with their citizens by lowering costs, simplifying and accelerating open interoperable business processes.

GUILD DIGITAL

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Board of Directors ─── CEO ───┬─── Partnerships, & Business Dev ─── Strategic Partnerships & Relationships, Communications, Business Development
                              │
                              ├─── People, Culture, Administration ─── Finance, Operations, HR, Administration
                              │
                              ├─── Product Design & Development ─── UI/UX Designers, Sr. Developers, Product Manager
                              │
                              ├─── Research, Data, & Analytics ─── Data Science, Analytics, Data Visualization
                              │
                              ├─── Project Deployment ─── Project Managers, Sr & Jr Engineers, Dev Ops
                              │
                              └─── Project Maintenance & Support ─── Sr & Jr Engineers, Tech & Partner Support, Tech Support Interns
```