



Technology configuration inventory

Name: Mikayla Peterson
Community & UN SDG(s): Small Scale Producers of Cocoa and Coffee [SDG 1 and 12]
Date: October 22, 2023

Instructions

It is useful to inventory the current technology configuration of the community, i.e., the current technology that the people working, learning, advancing knowledge (etc.) in the specific area you are engineering software for are using, as a way to understand the community better and what matters to them better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Research the area and make a list of all the platforms and stand-alone tools in your community's configuration as best you can
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use if you can. Identify which are dominant and which are only used by smaller groups and individuals.

NOTE: Add new rows as needed below. Please know your search should be as exhaustive as possible given the area you are researching

Platform	An Unspecified Internal Management System		
Supported activities	Tools	Key features	Usage notes
<ul style="list-style-type: none"> - track information on farmers - track information on their farms - track historical cocoa deliveries - enter banking information 	<ul style="list-style-type: none"> - data entering and tracking tools to support the activities 	<p>** the paper I read wasn't super clear about the features but it mentioned some of the following:</p> <ul style="list-style-type: none"> - automated data collection and analytical reports - estimate monthly crop outputs - detect aging trees - identify hotspots and underperforming areas - detect fraudulent deliveries - track farmer attendance 	<ul style="list-style-type: none"> - There was an Internal Management System pilot program run by Fairtrade International specifically to be used by Cocoa Small Scale Producers in West Africa in 2020, but I haven't heard any updates on it since the pilot program ended in 2020 - due to a lack of updates on this program, I'd argue it's likely not used anymore - There is one document on it on the Fairtrade website, but it's vague and is more



		- identify the most performant farmers	so about what features need to be explored - This was proposed to be a generalized tool to help the smallholder do all of their farm management. It wasn't focused on applying/renewing the Fairtrade Certification
--	--	--	--

Stand-alone tools			
Supported activities	Tool	Key features	Usage notes
Have conversations with Fairtrade experts and other community members	Email Client	- send text-based emails - send pictures and other documents	This is a core tool since the Fairtrade certification application is currently done entirely through email
Create and update budgets	Spreadsheet Software	- make individual spreadsheets for each month/year - basic numerical aggregation/analytical tools	This software is used by smallholders to make it easier to keep track of their financial information instead of relying on paper documents.
Create and update any other written documents as required by the Fairtrade production standard applicable to their production area	Word Processing Software	- format text documents - export to PDF	Used for documents such as crop planning instead of creating paper documents