The VRT Steering Committee asked the VRT Business Champions to identify what resources are needed to address the continued development of the VRT for offices to incorporate into the FY 2015-2016 Integrated Planning and Budget System (IPBS).

**Approach**

To identify our continued needs, we **envisioned what the VRT System should be** by the end of FY 2016. We then **mapped how to get there**, consulting PC/Washington and PC/Post stakeholders. Throughout our process, we grounded our priorities in the Peace Corps Strategic Plan FY 2014-2018 and drew inspiration from the following goals:

**Be bold.** Identify opportunities to take calculated, planned risks for the betterment of our agency. We want to rise to the challenge and think big.

**Make it simple.** Refine existing procedures to keep our system as simple and useful as possible. When possible, increase timeliness of being responsive to future users’ needs.

**Trust our people.** Design a system to trust users and build in safety nets to support them. Open the system to promote more sharing and better use of data.

**Leverage Volunteers’ magic.** Better capture and promote Volunteers’ value and impact by enhancing our ability to collect Volunteers’ success stories, monitor our progress, and lay a foundation to measure for long-term results and impact.

**Manage for change fatigue.** Seek solutions that maximize the utility of change while minimizing users’ perception of change. When possible, we want to remove or automate routine tasks performed by overseas staff and consolidate overlapping systems to simplify the system and reduce the workload of its users.

**Vision**

By the end of FY 2016, the agency should have a **centralized, web-based reporting system** to seamlessly support our people – both Volunteers and staff – with a **redesigned data structure** that better captures and gauges our results. This transformation will deliver a more dynamic system that will enable us to:

* **Measure for outcomes** across multiple activities and groups of people
* **Fully integrate the Annual Status Reports** to streamline process and increase time for reflection
* **Collect and connect communities’ results** over multiple generations of Volunteers
* **Create web applications** for all users, accessible on mobile technology
* **Unify access to data,** relieving dependence on post staff
* **Link with other Peace Corps databases** to enhance analysis and reduce overlaps
* **Allow for continuous logging** (versus infrequent reporting) to promote data quality
* **Track changes made to database** to document cleaning for data audits
* **Attach and store digital** **documents** to validate data and better tell our story

**Roadmap Overview**

Over the next two and half years, we plan to steer development of the VRT through these phases:

1. Enhance existing system to improve usability for all users
2. Transition the database system with limited change to the users’ interfaces
3. Pilot a “beta” version of the new system to test the new approach and make adjustments prior to the full release to all posts for use in FY 2017.
4. Release the new Volunteer Report Form to all posts.

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| **Roadmap for Developing VRT 4.0** | |
| **1.**  **FY 2014**  **Enhance** | * Address bugs and post-requested enhancements to improve current VRT and VRF |
| * Begin Integration of SRs: |
| * Focus on improving data cleaning process |
| * Deploy Summary Reports for SRs (e.g., Project Targets/Results, CSPPs, Partnerships) |
| * Streamline reports to collect data outside of VRT database, focusing on reflection |
| * Provide PC/W data users the ability to run Summary Reports across posts. |
| **2.**  **FY 2015**  **Transition** | * Continue support to maintain existing version of VRT and VRF |
| * Improve and deploy additional Summary Reports |
| * Transition VRT system to a centralized, web-based database in the cloud |
| * Create web-app designed for PC/W VRT data users |
| * System ready to link with other databases |
| * Track changes feature added |
| * Full Integration of SRs, including TSRs |
| * Data Cleaning Toolkit available |
| * Training Module added |
| **3.**  **FY 2016**  **Beta** | * Prepare web-app for Volunteers with redesigned data structure |
| * Measure outcomes across multiple activities |
| * Report multiple participants/groups for same activity |
| * Log results (not bound to reporting periods) |
| * Display activities from previous Volunteers in site |
| * Bulk upload results from offline, digital tracking devices |
| * Attach documents, pictures, and URLs |
| * Pilot web-app with pilot posts and Volunteers |
| **4. FY 2017 – Release VRT 4.0** | |

**Table of Recommended Resources:**

|  |  |
| --- | --- |
| **Human Resources** | * **Fulltime Business Champion lead:** Clear allocation of BC time, distinct from Business Support and OCIO project manager * **UX/UI Designer:** Touch first design, mobile, web design, human-centered design * **Developers:** Web application for low bandwidth users: mobile technology: knowledge of Chrome, Firefox, Safari, IE; database structures and querying large databases; and data visualizations * **Support Technician:** Support users by responding to system bugs and errors (i.e., Tier III support and making annual updates to existing system (e.g., SIs, partnerships) |
| **Software** | * Mockup Software for improved communication between developers and business champions * Web-based application for PC/W access to VRT database * Web-base application for Volunteers access to VRF and VRT database – able to support bulk uploads of data and file attachments. |
| **Hardware** | * Business-controlled permissions management capabilities * Bandwidth to support PC global use of web-based applications to access centralized database in the cloud * Server cycles for large databases, many concurrent users * Ability to test with actual users – beta test suite that is accessible by PC/W, pilot posts, and pilot Volunteers |
| **Storage** | * Centralized database built in the cloud to store PC global data with the ability to store attached documents (e.g., JPEGs, PDFs, Excel, Word files, and URL pages) and data audit logs |