Client Documentation: Requirements Document - Draft

- **A clear definition of the project**
    - Roots Africa seeks to develop/enhance a data dashboard for monitoring and evaluating their community transformation efforts in Liberia and Uganda. The organization has trained over 11,000 farmers through 648 changemakers across 8-9 institutions but faces challenges in tracking, measuring, and communicating their impact. The project aims to strengthen their ability to collect, analyze, and visualize data to provide actionable insights for decision-making and resource allocation.
- **Expected deliverables**
    - Project Requirements Document: Confirming project needs, technical and non-technical requirements
    - High-Level Project Plan and Timeline: Outlining the development process and key milestones
    - New/Enhanced Data Dashboard: A functional system that improves on current limitations
        - Interactive visualizations
        - User-friendly navigation
        - Scalable architecture
    - Data Integration & Analysis Capabilities:
        - Integration with existing data sources
        - Tracking of key metrics
        - Generation of insights that measure organizational impact
    - Improved User Experience and Accessibility: Enhanced interface design and accessibility features
    - Dashboard User Documentation: Comprehensive guides for maintaining and updating the system
    - Training & Knowledge Transfer: If needed, training sessions to ensure Roots Africa's team can effectively manage the system
    - Final Report and Presentation: Including project outcomes and recommended next steps
- **Technical Requirements**
    - Data Collection System: Implementation of Kobo Collect surveys for field agents to gather data on:
        - Community resource mapping
        - Community readiness assessment
        - Individual household surveys
        - Community maturity assessment
    - Data Visualization Tools:
        - Enhanced functionality of current tools
        - Development of additional visualization types
        - Interactive features for data exploration
    - Data Integration Capabilities:
        - Export functionality from Kobo Collect

- - - Integration with tools like Excel, Power BI, or Tableau
    - Creation of unique identifiers for tracking farmers and communities over time
  - Offline Functionality:
    - Support for data collection in remote areas with limited connectivity
    - Synchronization capabilities when connection is available
  - User Interface Requirements:
    - Mobile responsiveness
    - Accessibility enhancements
    - Intuitive navigation
  - Reporting Features:
    - Ability to generate insights on farmer progress, community transformation
    - Tracking of key performance indicators related to training, income changes, etc.
- **Critical Risks & Mitigation Steps**
  - Technical Risks:
    - Compatibility issues
    - Data integration challenges
    - Technical complexity
    - Mitigation: Thorough testing, modular development approach, regular check-ins
  - Resource Risks:
    - Timeline constraints
    - Team skill gaps
    - Potential scope creep
    - Mitigation: Clear project scope definition, regular timeline reviews, team skill assessment
  - Client-Related Risks:
    - Potential delays in feedback
    - Access to necessary data
    - Clarity of requirements
    - Mitigation: Regular communication with Roots Africa, early data access requests, detailed requirements document
  - Implementation Risks:
    - User adoption challenges
    - Data quality issues
    - Maintenance concerns
    - Mitigation: User-centered design approach, data validation procedures, comprehensive documentation
  - Project Management Risks:
    - Communication breakdowns
    - Timeline challenges
    - Mitigation: Regular check-ins, clear communication protocols, timeline buffer