

## Roots Africa Data Dashboard - Sprint 2 Project Plan (March 10 - March 24, 2025)

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**Client:** Cedric Nwafor (Roots Africa)

**Project:** Data Dashboard for Impact Measurement

**Sprint Duration:** March 10 - March 24, 2025

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### Sprint Goals:

1. **Work with Kobo Collect Data:** Explore the existing data to understand its structure, completeness, and usability for the dashboard.
  2. **Prepare Documentation:** Complete internal risk assessment, client requirement documents, and sprint deliverables.
  3. **Engage with Client & Team:** Attend client and internal meetings, summarize discussions, and set action items.
  4. **Wait for New Data:** While waiting for the contractor's additional survey data, analyze and document potential dashboard structures.
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### Week 1: March 10 - March 16

#### Tasks & Assignments

##### ✓ Internal Documentation: Risk Assessment (Due March 10, 11:59 PM)

- Identify key technical, resource, client-related, and implementation risks.
- Document risk mitigation strategies.
- Submit assessment for review.

##### ✓ Client Documentation: Requirements Document - Draft (Due March 10, 11:59 PM)

- Outline client's expectations based on the initial project plan and meeting with Cedric.
- Define primary dashboard objectives, KPIs, and technical constraints.
- Submit draft for client feedback.

##### ✓ Sprint 2: Project Plan (Due March 12, 6:30 PM)

- Submit this document outlining planned activities for the sprint.

##### ✓ Sprint 2: Internal Project Check-in Meeting (Due March 12, 11:59 PM)

- Conduct an internal team meeting to discuss data findings and task progress.
- Identify any blockers and discuss solutions.

✓ **Client Documentation: Requirements Document - Revised (Due March 12, 11:59 PM)**

- Incorporate feedback from Cedric into the requirements document.
- Clarify data expectations and dashboard functionalities.

✓ **Sprint 2: Internal Project Check-in Action Items Summary (Due March 12, 11:59 PM)**

- Summarize meeting takeaways, upcoming tasks, and responsibilities.
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## **Week 2: March 17 - March 24**

### **Tasks & Assignments**

✓ **Sprint 2: Internal Client Meeting Notes (Due March 14, 11:59 PM)**

- Document key points from internal client discussions.
- Outline any requests or updates from Cedric.

✓ **Sprint 2: Client Meeting - Summary & Survey (Due March 14, 11:59 PM)**

- Summarize the client meeting and action items.
- Create a survey or questionnaire if additional clarification is needed.

✓ **Kobo Collect Data Exploration (Ongoing)**

- Review provided data for structure, missing values, and relevance to project goals.
- Begin preliminary analysis and possible data cleaning.
- Document key insights to inform dashboard development.

✓ **Wait for Additional Data**

- Monitor for updates from the contractor collecting new survey data.
  - Identify potential integration challenges or gaps in the current dataset.
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## **Risks & Mitigation Strategies**

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Strategy</b>
Delay in receiving contractor survey data	High	Medium	Focus on analyzing existing Kobo Collect data in the meantime.

Client requirement changes after initial submission	Medium	High	Set up regular check-ins and ensure iterative feedback integration.
Technical issues with data integration	Medium	High	Conduct preliminary data exploration early to identify roadblocks.

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## Expected Deliverables by March 24

- ✓ Internal Risk Assessment Document
- ✓ Client Requirements Document (Revised)
- ✓ Sprint 2 Project Plan Submission
- ✓ Internal and Client Meeting Notes & Summaries
- ✓ Kobo Collect Data Preliminary Analysis