🌱 Roots Africa Dashboard - 2-Week Project Plan (Sprint 3)

Team Members: Rishabh Banga, Demetrios Tzamaras, Ildreed Mbami, Scott Chen, Bruck Getnet, Yosef Tsigie
Client: Cedric Nwafor (Roots Africa)
Project: Data Dashboard for Impact Measurement
Timeframe: March 25 – April 7, 2025

Week 1 (March 25–31): Foundation and Early Engagement

Task	Owner(s)	Deadline	Notes
📅 Schedule weekly meetings with Cedric / Roots Africa team	Project Manager	March 25	Include fixed check-ins on Zoom or Google Meet
📧 Send follow-up email requesting access to existing data & CMS reports	Client Liaison	March 25	Ask for data on changemakers, farmers, income outcomes, pod performance
📋 Draft & share survey/interview questions for data needs, KPIs, and system pain points	All team members	March 27	Use Key Requirements Gathering Questions already outlined
🎤 Conduct 1 stakeholder interview (Cedric or team member)	Research Lead	March 29	Focus on goals, dashboard expectations, pain points
📂 Create shared project folder for documentation & data storage	Technical Lead	March 26	Google Drive or OneDrive

---

Week 2 (April 1–7): Initial Analysis and Technical Planning

Task	Owner(s)	Deadline	Notes
📊 Begin reviewing any data shared by client	Data Analyst	April 2	Focus on format, completeness, and consistency
🔍 Identify potential tools/platforms for dashboard (Power BI, Tableau, etc.)	Technical Lead	April 3	Evaluate based on data source compatibility and client capacity

📝 Draft data schema (if CMS exists) or proposed data structure	Technical Lead, Data Analyst	April 4	Early architecture to guide dashboard backend
🧠 Brainstorm dashboard layout and key visualizations (low-fidelity wireframes)	UI/UX Lead	April 5	Align with KPIs and usability expectations
📑 Prepare summary report of findings + next steps for client review	Project Manager	April 7	Include insights from interview, data review, tool options

✅ Deliverables by April 7

- Stakeholder interview notes
- Documented KPIs and goals
- Access to at least partial data
- Platform shortlist
- Initial dashboard sketch (low-fidelity)
- Weekly check-in plan with Cedric