**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