### **🌱 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