### **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

### **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.

### **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.

### **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.

### **Risks & Mitigation Strategies**

| **Risk** | **Likelihood** | **Impact** | **Mitigation Strategy** |
| --- | --- | --- | --- |
| 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. |

### **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**