**Progress Status Report**

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| **Project Name:** | Pharmacy Data Collection System | | |
| **Date:** | 26/07/2022 | **Release:** |  |
| **Author:** | Sanele Dan Maziya | | |
| **Owner:** |  | | |
| **Client:** | Ministry of Health – Pharmacy Department | | |
| **Document Number:** | 1 | | |

Note: This document is only valid on the day it was shared

**Revision History**

**Date of next revision: 09/08/2022**

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| --- | --- | --- | --- |
| **Revision Date** | **Previous Revision Date** | **Summary of Changes** | **Changes Marked** |
| 26/07/2022 | None | None |  |
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**Approvals**

This document requires the following approvals. A signed copy should be placed in the project files.

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| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
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| Mr. Cebe Michael | Senior Full stack Developer | 26/07/2022 | 1.0 |
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| **Date of Checkpoint** | 26/07/2022 |
| **Period Covered** | 02/05/2022 – 26/07/2022 |

### Follow ups from previous activities

* Follow up on the Memorandum, requesting for Technical support sent to the Ministry of ICT.

### This Reporting Period

* 02/05/2022 – 26/07/2022

#### Activities/Products

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Ref** | **Activity name** | **Work undertaken** | **Date Completed** |
| 01 | **Project Management Activities** | **Attended meeting at HMIS where Pharmacy presented request the request (Project Charter) to the HMIS Manager, Software Developer (RSTP), giving background for the project. They stated that the partner supporting the project is closing down in September 2023.**  **- They requested the Ministry to support:**  **1. Develop a data capturing system**  **2. Migrate data from the partners’ facility to a facility that will be easily accessible, and will allow continuation of the project after September 2023.**  **- Focal person was chosen from Pharmacy department to provide requirements, HMIS Unit to develop the data capturing platform and migrate the data from Chemonics.**  **- They are currently using a paid version of the platform used to capture the data hence the need to develop a new capturing system** | **28/06/2022 - 05/07/2022** |
| **Pharmacy wrote a request letter to the PS ICT to requesting for RSTP’s services on the migration of data from Chemonics facility to Ministry of Health facilities (Government data centre) and development of a data capturing system. A memo was drafted and shared with the MoH/MoICT.** | **07/07/2022** |
| 02 | **Initiation/Planning and Requirements Gathering** | **- The project team held a meeting on the 26th July, 2022, to bring Database Administrator up-to-speed on the progress the meeting has made thus far, requirements gathered for developing the application, migrating the data from Chemonics and as well as capturing more requirements.**  **- From the meeting it was agreed that a project plan or roadmap for undertaking the activities should be drafted in order to guide and track the implementation of the activities.**  **- Supporting documents were sourced from Chemonics;**  **1. SSV master file which contains a clean dataset and analytical sheets for each thematic area of supply chain being assessed and**  **2. Programming file in ODK language (XLS form) which is basically the data collection tool. This file can work in i) Survey CTO and with a few tweaks in ODK collect, etc.,**  **will be shared by PSM (Chemonics) for technical requirements**  **- After 2 weeks of receipt of the supporting documents, the Ministry of Health / RSTP is expected to report back with a feasibility report outlining the platforms and infrastructure that will be used to develop the capturing tool.**  **- The Database administrator will convert the datasets from CSV to sql, migrate the data to the Ministries database servers for staging.**  **- The development team will develop the application and use a fresh database that will be merged with the staged database during analysis** | **26/07/2022** |
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#### Lessons Identified

1. Comprehensive consultation was not done in the initial stages of the project where some key roles were not involved. Going forward, we will provide feedback in every phase and identify all key roles/stakeholder in every meeting to promote visibility and ownership from all levels
2. Lack of feedback from project team members to management/supervisors. We will draft a project plan, provide constant feedback and communicate to supervisor at HMIS, Pharmacy and RSTP.

### Next Reporting Period

* 27/07/2022 – 09/08/2022

#### Activities/Products

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| --- | --- | --- | --- |
| **Product Ref** | **Activity name** | **Work to be undertaken** | **Date to be Completed?** |
| **2.1** | **Feasibility report, project roadmap or project plan** | **- Conduct assessment to determine the technologies already in place and infrastructure that can be leveraged. (Apply risks management, advantages and disadvantages of utilising existing technologies and infrastructure vs introducing new technology and infrastructure).** | **27/07/2022 – 09/08/2022** |
| **- Draft a roadmap or project plan to be used in measuring progress** |
| **- Software development platform/technology** |

### Issues and Risks

* Not completing the Feasibility report, project roadmap or project plan on time.
* Not identifying the right software development platform on time