

# 1.1 Mapping Project Workflow

There is no one way to collect data in the field and it will vary by context – but the following steps cover the essential steps you should take.

## **1. Coordinate with the local administration of the area you will be mapping**

This entails identifying and contacting partner organisations working locally in the area that you are planning to map. Contacting these can be done via email, however, a letter or document detailing your intent weighs much more.

## **2. Obtain authorization from district and other officials**

It's important to inform and get authorization from district officials. Write to the appropriate local official, copying relevant district-level authorities. Once you receive a letter of authorization, copy it to have on hand and distribute to higher-level authorities to make them aware of your project.

## **3. Prepare relevant field data collection tools and guides**

To collect good data, you need to employ a well-defined data model. A data model reflects the information you want to capture. After establishing a solid data model, it is important to create logical Field Data Collection Forms that capture the data you are looking for in the best way.

## **4. Recruit mappers**

Mappers will in most cases be drawn from community members, students or partner organisation staff.

## **5. Train mappers**

It is useful to create a training schedule. Usually two days are enough time to cover data collection and discuss the community's needs. This is also an opportunity to select your field mappers.

**6. Find transportation** Motorbike riders provide a much-needed element of local knowledge, complementing the actual field mappers. Work with mappers or local partners and stakeholders to recruit local transportation

## **7. Field Mapping map guides (maps production)**

Strategically organize and subdivide the area to be mapped. Using QGIS, prepare relevant guide maps that mappers will use in the field.

## **8. Field mapping – guide participants during data collection**

Mappers should be well equipped with mobile phones having all the relevant tools and accessories to facilitate field mapping. Mappers move to the field with a mission order for their safety and comfort operating in these communities. Mapped data is sent to the server.

## **9. Field Data Cleaning and upload to OSM**

Following the field data cleaning workflow, all collected data is cleaned and uploaded to OSM. Reviewing the data before upload ensures that the quality is good before it is shared.

## **10. Schedule follow-up at a later date**

It is good to meet after field data collection activities to review the challenges faced in the field. This could take the form of a mapathon.

## **Example Technical Project Workflows:**

- LEGIT Project Workflow