SI-537 Crisis Informatics -- Group #5
Maheen Asghar, Steph Mecham, Tabassum Nisha, Erin Voichoski

Group Project Plan Of Action 1 (POA 1)

Challenge Prompt #5:
The Head of Operations for a large NGO in Sierra Leone needs to share sensitive data with partner NGOs in order to track Ebola cases and stem a new outbreak of the disease. Speed and simplicity are needed; however, this is among the most sensitive data. What are her options?

1. **Problem Statement**
   Crisis Crusaders is an international non-profit consulting organization that supports NGOs around the world. Our members have worked in several roles at various technological firms before joining Crisis Crusaders. We have been mobilized by the Head of Operations at Charity Health Network[1], an NGO, to provide support in their mission to mitigate the current Ebola crisis, which is now in the scaling up phase. CHN's current methods of storing and sharing data lack efficiency and security. Crisis Crusaders intends to provide a secure and reliable form of data storage and sharing to CHN that will be compliant with HIPAA regulations and the Data Protection Act[2].

2. **Situation Awareness**

	Known	Unknown
Known	Data collection methods established; immediate need for increased data sharing and storage capacity. HIPAA + Data Protection Act regulations. Strong partnership with Charity Health Network, backed by USAID.	Business continuity Data confidentiality during data migration Extent of stigma surrounding Ebola Future uses of our technology solution (impact is unknown but existence is known)
Unknown	Ebola in general (life course of the crisis, long-term impacts) Exit strategy (risks)	Regulatory Changes Data Loss (unfathomable uncertainty)

3. **Approach or method to the problem**

   We will be using an agile approach to the project methodology[3]:

   I.   *Requirements*: Interview with members of CHN to determine exact processes needed and assess current structure
   II. *Plan*: Create budget, timeline, and overall plan to implement a solution for CHN.
   III. *Design*: Application design with the client, CHN

IV. *Implement*: Create application
V. *Test*: Test with one CHN health Center, monitor daily reports   } *Iterate*
VI. *Deploy*: Determine KPIs, metrics, and other reports for CHN

4. Assumptions

Crisis Crusaders:	Clients:
● A non-profit consulting organization that is well known and established (i.e smaller McKinsey) ● 200 team members with $10M in revenue ● 4 members in the consulting team sent to Sierra Leone (data scientist, information analyst, program manager, PR specialist)	● Primary: Head of Operations of Charity Health Network based in Sierra Leone ● Secondary: Managers at CHN's branches; data sharing partners

● We have strong partnerships with Charity Health Network, other NGOs and health partners in Sierra Leone.
   ○ CHN currently has ten health care facilities spread out throughout the country[1].
● Currently, CHN is storing data in excel files throughout their data centers. We will be developing an app either in-house or through a third-party and using a cloud hosting service.
● The National Electronics Bill of 2020, designed to implement a comprehensive legal and regulatory framework for telecommunications in Sierra Leone, will be a key driver of our data security features[4].

5. Timeline #1

Milestone	Owner	Mentor	Deadline	Status
Form diverse team	All		Sep 21	Completed
Select a scenario and meet with mentor, Patrick Gordon	All	Patrick	Sept 30	Completed
Research the topic, technology, NGO rules and flesh out project plan	All	Patrick	Oct 11	Completed
Check-in with Patrick for POA I review	All	Patrick	Oct 12	Completed
POA I due	All		Oct 13	Completed
Prepare high-level budgeting	Maheen		Oct 19	Completed
Prepare people resource plan	Erin		Oct 19	Completed
Prepare second timeline including implementation of the solution, report, and budget	Steph		Oct 19	Completed
Define approach and team roles	Tabbie		Oct 19	Completed

Check-in with Dr. Happ to review previous tasks	All	Ed	Oct 19	Completed
Check-in with Dr. Happ for final POA review	All	Ed	Oct 26	Completed
Develop a risk register and mitigations	All		Nov 2	Not started
Investigate solutions, list pros and cons (+estimated time and costs)	All		Nov 2	Not started
POA II due	All		Oct 29	In progress
Create a proposal write-up and corresponding presentation for the SMT	All		Nov 9	Not started
Send slides to Patrick for review	All		Nov 11	Not started
Prepare presentation and practice with our team and Patrick	All		Nov 16	Not started
Turn in final slide deck and supporting report	All		Nov 19	Not started
Presentations to SMT panel	All		Nov 19	Not started

References

1. https://www.ngoaidmap.org/projects/18271
2. https://www.mic.gov.sl/Home/Information-Ministry-NATCOM-Engage-Stakeholders-On-Proposed-National-Electronics-Communications-Bill-2020
3. https://www.who.int/medicines/ebola-treatment/background_briefing_on_data_results_sharing_during_phes.pdf?ua=1
4. https://www.prometheananalytics.com/2020/03/16/score-and-the-agile-approach/
5. https://www.smartsheet.com/sites/default/files/styles/1300px/public/agile-vs-waterfall-chart.png?itok=Z3VVgUWR
6. https://www.icrc.org/en/data-protection-humanitarian-action-handbook