**FOODMA PROJECT REPORTING TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Program:** | SUSTAINABLE FOOD SYSTEMS PROGRAMME IN MALAWI (FOODMA) | | |
| **Name of the Project** | Document and establish an open access online database for analysis and dissemination obtained from technologies/ innovations from LUANAR | | |
| **Thematic Area** | Production systems, value chain and partnerships | | |
| **Name of Principal Investigator** | Mr. Mudaniso Hara | | |
| **Name of collaborating partners:** | N/A | | |
| **Name of District(s):** | N/A | | |
| **Name of EPAs (Total # of target beneficiaries per EPA):** | N/A | | |
| **Project start date:** |  | **Project end date:** |  |
| **Contract Duration (In Months):** |  | | |
| **Time Elapsed (In Months):** |  | | |
| **Reporting period:** |  | | |
| **FINANCIAL INFORMATION** | | | |
| **Total Contract Amount:** |  | | |
| **Total Amount used to the Month:** |  | | |
| **Percentage Funds Usage to the Month:** |  | | |
| **INFORMATION ON REPORT SUBMISSION** | | | |
| **Report Prepared by (Name, Position, and Contact details):** |  | | |
| **Report Reviewed (Name, Position, and Contact details):** |  | | |
| **Date Report Submitted:** |  | | |

1. **Major Achievements for the reporting period**

LUANAR has for years existed with no proper central systems that could manage dissemination and sharing of knowledge with the public in terms project research, publications, and innovations. This gap further extends to previous research and projects implemented by the University where no designated digital mechanism for disseminating projects results was in place. Realizing LUANAR’s lack of capacity in this area, FoodMa aims to establish and operationalize e-based platforms for sharing knowledge on emerging issues. This will in turn strengthen university sections like academics, research and outreach directorate, Library and ICT.The outcomes of this project are defined by the final products developed and deployed. At this stage the project has not reached a point where outcomes can clearly be described. This is due to project nature the key deliverables are software systems which must follow standard software development procedures. However, we describe the progress made in the implementation process with respect to the intended foodma outcome and output.

***Outcome 4:* *Production systems, value chain and partnerships***

This outcome is an addition to the three work packages and focuses on addressing other cross cutting issues that are of value in the attainment of the anticipated sustainable food systems. This package include activities that revolve around three operational pillars which are education, research and dissemination. One key activity in capacity strengthening of LUANAR ICT infrastructure which this project is contributing through designing and developing of an open access online database for analysis and dissemination obtained from technologies/ innovations from LUANAR and development of a mobile application for knowledge sharing on emerging issues in food systems.

**Output 4.1 Enhance the capacity of LUANAR.**

This project is being implemented in two main phases. The first phase is focused on developing a web based digital repository and the second phase will focus on mobile applications development. The project commenced with an inception workshop where a draft project scope was drafted, and data collection tools were developed based on various key stakeholders identified. Online questionnaires were used in the data collection exercise and was then followed up by phone call and physical interviews for some who did not respond to the online questionnaire. We administered the questionnaire to 67 members which included college directors, university management staff, Librarians, Lecturers, deans, head of departments, coordinators, and students. Document review of data from previous projects (TRANSFORM, CABMAC) and similar platforms (FAO, Pacific Data Hub, Eurostat, Canada Statistics, RUFORUM and other international universities) also contributed to the requirement gathering process.

Data collected was reviewed and analysed to inform development of system functional and non-functional requirements. This information was used to finalise the project scope. Use cases for all key functions have been generated to describe the functions that the system will be performing to achieve user goals. All functions concerning research projects, publications and innovations have been described using the use cases. Additionally, for clear understanding of work flows during development, activity diagrams have been designed to show flow of module activities. The project has also made progress in configuration of both database and web servers using google cloud engine. The database design process took into consideration all data requirements, entity relationship and formats for past, present and future data which will continue to be generated by other projects and programmes apart from FoodMa. Currently, we have managed to develop a prototype for client review and feedback. (prototype URL: <https://research.luanar.ac.mw>). A summary of the activities implemented based on workplan submitted for this phase is shown in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Activity** | **Sub Activity** | **Outputs** | **Status** | **Comment** |
| Project Inception | Hold project inception meeting | -Project scope  -Project budget  -Workplan  -Adopted technologies | Done | N/A |
| Requirements gathering | Visiting Food Ma EPA's for data collection |  | Not Done | The project decided to reuse existing data/reports from TRANFORM partners collected from the EPA’s |
| Conduct stakeholders’ consultation meetings and review of existing systems plus past and ongoing research/innovations | Project Requirements document | Done | N/A |
| Requirements analysis | Conduct workshops to review the gathered requirements from stakeholders. | Project Requirements document | Done | N/A |
| Priotize requirements based on users needs. |  |
| System design | Conduct meeting to design and develop workflows and system user-interfaces (prototype) | -System prototype  -Design documents | Done |  |
| Organise client presentations to review the system prototype | Not done | We delayed this activity and prioritised server configurations and database design and implementation (activities in next phase). However this will be done soon |
| Conduct meeting to review client feedback and make necessary adjustments. | Not done |

1. **Expenditure analysis versus project outputs**

The activities done in this phase were more to do with system analysis and design. In software development project this phase is key as it unfolds the complexity of the whole system structure, which in return allows for better implementation of the project whilst realizing the value for money and with minimized risks. The table below shows the project expenditure analysis. According to table below the planned activities the project initial tranche received was **K12,248,800.00**. Currently 3 months have passed, and the project has consumed **K8,138,887.50** and the remaining balance is **K4,109,912.50.** This therefore means that the project burn rate is currently at K1,369,970.83 per month (K12,248,800.00 – K8,138,887.50 / 3 months).

1. **Risk management**

| **Description of Risk** | **Indicate if its either an old or new risk.** | **Did the risk occur this year? (Yes/no)** | **Actions carried out to reduce the risk in the reporting period** | **Mitigation measure taken and its effectiveness if the risk occurred.** | **Indicate how risks will be handled going forward.** |
| --- | --- | --- | --- | --- | --- |
| ***Risks affecting project achievement*** |  |  |  |  |  |
| 1 . Low productivity due to project members being engaged in other university business | New | Yes | Encouraged members to work during odd hours to keep the project moving | By adding odd working hours project was still moving a slow pace | Project workshops to be scheduled during weekends when most members are free |
| 2 Continuous project scope expansion | New | No | Members taking time to analyse user requirement and incorporate them into prototype for review | Comprehensive analysis of user requirements managed to unwrap the complexity of the system design for easy implementation | Constant end user/ stakeholder engagement to avoid unnecessary deviations |
| 3. Delays in commencement of project led to losing two months of time which might affect timely delivery | New | Yes | Adoption of technologies that could speed implementation | The project is now covering the lost time and hope for no future delays | Ensure that everything requiring approvals is done on time to avoid delays |

1. **Challenges**

This current reporting period did not have many challenges, however a few notable ones are outlined in the table below.

|  |  |  |
| --- | --- | --- |
| **Challenge** | **Way forward/Solution** | **Status** |
| Difficulties in getting responses from certain key stakeholders during requirement gathering | Efforts were made to via phone calls and physical meetings in some cases | Done |
| Projects requires collaboration with NMBU partners, however the nature of this project seem not to fit with available options | Project is considering proposing collaborating with LUANAR AgriBiz on some of the digital projects they’re working on. | In progress |

1. **Recommendations**

* Efforts should be made for digital infrastructure development to be part and parcel of future projects including digital learning for knowledge sharing.

1. **Lessons Learned**

* Learning opportunity by team members through exposure to new technologies and standard of software project management.
* Constant engagement and communication with other project teams and sister projects like transform benefited through gaining access to data their data and reports for re-use.

1. **Plan of action for the next implementation period.**

In this current reporting period (Nov 2022 – Jan 2023), the focus was on system designing and prototype development of the web application repository. Thus in the next phase focus will be on development and deployment of actual products. To achieve this, we will need financial support amounting to **MK35,421,800.00** to be accessed in tranches as indicated in the implementation plan and the full detailed project budget submitted at the beginning of the project. See Annex 1.

1. **Procurement plan for the next quarter**

In this current report period, we are in the process of procuring two laptops. One has been delivered and the other one is yet to be delivered. In the next implementation period, we would like to focus on paying for subscriptions to google and apple store, procure cloud space and SSL security certificate. See Annex 2.

1. **Annexes**

***Annex 1: Implementation Plan for the Next Implementation Period***



***Annex 2: Procurement plan for the next quarter***



END OF THE REPORT