PROJECT PLAN

Food Bank
OF NORTHEAST GEORGIA

PROJECT PLAN

Challenges & Potential Roadblocks

One of our greatest initial challenges for this project is the many unknown factors attached to it. For example, there are many different OCR softwares out there for us to test, we do not have the full extent of technical knowledge required to build a database to connect with an OCR software if this is not an already built in feature, and we are unable to obtain real examples of the filled out TEFAP forms to aid in our research. In order to overcome these challenges, it will be crucial to maintain frequent communication with the client, starting with an hour-long, in-depth meeting to understand each goal for the project and ask clarifying questions. This will provide us with a better understanding of the client's goals, guiding us to a more tailored search for OCR softwares. To overcome the database issue, we will be conducting extensive research to either find an OCR software that converts the data automatically, or resort to using Excel to organize the information. The roadblock we encounter due to the inability to obtain real TEFAP forms will be controlled through the creation of sample forms, filled out by both our team and FBNEGA employees. While these forms are not filled out by real TEFAP applicants, they mimic the handwriting and style of existing forms, which will still be extremely useful for choosing an appropriate OCR software.

Goals

Reach Goals

In an ideal world, our digitization of the TEFAP forms would be successful, and this would push food distribution agencies partnered with the Food Bank to further digitize even more of their processes. This would include the agencies considering the incorporation of tablets into their systems to eliminate the need for OCR software, as forms could be saved into a database automatically.

Main Goals

Our primary goal for this project is to successfully digitize a number of sample forms for the FBNEGA through the use of OCR software, and then create visualizations based on the data we acquire. The data extracted from the OCR software will either be automatically or manually entered

into an online database. While our goal is to find a more powerful database, we may also have to use Excel. The FBNEGA would ideally find the budget to incorporate this software in their day-to-day operations, and fully implement the digitization process in order to start utilizing the TEFAP forms to their full potential. We would also like to craft a survey to send to various food distribution agencies to better understand what devices people are comfortable using. This would be a stepping stone to get us closer to our reach goal of converting the TEFAP into a digital-only form.

Safety Goals

Our safety goal is to find a process to reliably convert filled out TEFAP forms into PDF format. Then, we would manually transfer the information from the form into an Excel document. While this would be a much more tedious process than desired, it would still improve the FBNEGA's current data storage process which is completely non-digital. We would curate an Excel template for the FBNEGA to use in the future, so that an employee can split their screen between a PDF TEFAP form and the Excel sheet to input the applicant's information. Based on the Excel data, we could explore various data visualization options, such as sticking with Excel or moving the data into Tableau, etc.

Checkpoint Assignments

Tasks/Areas/Deliverables Responsibilities
Product owner: Ellina Berman
Scrum master/project manager: Assigned DRI for each checkpoint

Checkpoint one: 2/3 Thurs.
DRI: Caroline Price
Alpha: Rachel Puvvada
Exploratory Research: Ella Malone
Project Plan: Ellina Berman
PR/FAQ: Caroline Price

Checkpoint two + peer evaluations: 3/1 Tues.
DRI: Rachel Puvvada
User Research: Rachel Puvvada
Beta: Ellina Berman
UX Map: Lydia Burns

Checkpoint three + peer evaluations: 3/29 Tues.
DRI: Ella Malone
1.0: Ellina Berman, Caroline Price, Lydia Burns, Rachel Puvvada, Ella Malone
Visual Design Document + Poster: Lydia Burns
Website beta: Rachel Puvvada
SLAM Promotion Material: Ella Malone

Checkpoint four: 4/19 Tues.
DRI: Ellina Berman
Stage presentation beta: Lydia Burns
1.1: Ellina Berman, Caroline Price, Lydia Burns, Rachel Puvvada, Ella Malone
Launch/handoff/social deliverables: Caroline Price
Resume: Ellina Berman, Caroline Price, Lydia Burns, Rachel Puvvada, Ella Malone

Additional Checkpoint Considerations:
Presentation Design for all Checkpoints: Lydia Burns

Task Management System

Our team will be using Google Calendar to track deliverable due dates, group meetings, meetings with the client, etc. A screenshot of our April calendar is attached below.