

Training Program on Technology for Impactful CSR Project Management

Date: 12 and 13, April 2018

Venue: FICCI, Federation House, New Delhi

Training Schedule

Day 1

9:30 – 10:00 AM: Registration & Introduction

10:00 – 11:30 AM:

Introduction & Importance of Quality Data

- Introduction: Participants & Trainer
- Participant base knowledge survey
- Importance of high-quality data and real-time data collection
- Discussions on different high-quality data collection methods (PAPI, CAPI, and MAPI)
- Discussion of existing field challenges
- Understanding Data collection cycles
- Overview of good data quality practices
- Quality Checks at various stages of data collection cycle

11:30 – 11:45 AM: Break

11:45 – 2:00 PM:

Collecting Quality Data using Digital Technology

- Different tools available for collecting digital data
- Different field types
- Google Forms, ODK, SurveyCTO
- Collecting digital data with Google Forms
- Collecting digital data with open source technologies & comparison with Google Forms
- Technical Terms: name, label, hint, relevance, constraint, required columns, appearance, HTML text, relevance, constraint & calculation wizards

2:00 PM – 2:45 PM: Break/Lunch

2:45 – 6:00 PM:

Designing and Managing Your Own Digital Form

- Understanding the Design Console
- Creating the form with Drag & Drop: Focus on form name, form id
- What are all the different field types? Review of all field types, including groups and repeat groups and hidden field types
- Various components digital data collection: Drag & Drop Form Design, Excel Form Design, Server, Collect, Monitor, Export & Sync.
- How they work: The data flow and the data collection cycle

- Exercise 1: Creating a server, install Collect app on mobile devices, Installing Sync on laptops
- Continue Programming 101
- Exercises 2: Create your first form

Day 2

9:30 AM – 11:30 AM:

Few more experiments with Digital Data Collection

- Adding media to forms: image, audio, and video columns
- Randomizing form elements: The once(random()) function and its myriad uses, dynamic randomizations in rosters.
- Adding audits to forms: The text, audio, and speed audit fields, the minimum seconds column
- Capturing meta data in forms: date and time stamps, GPS coordinates, device meta data and usernames
- Capturing media: The image, video, and audio field types

11:30 – 11:45 AM: Break

11:45 AM – 2:00 PM:

Exporting, Viewing, & Cleaning Your Data

- Downloading data, different types of data,
- Viewing your data inside Google sheet, Microsoft excel
- Managing your data
- Cleaning your data using Google Sheets & Microsoft Excel
- Data Visualization with Google Sheets & Microsoft Excel
- Data Visualization, Data monitoring, Field summaries, Relationship Summaries.
- Cleaning of data and how to use the data for designing, management, and capture impacts
- Creating Online Dashboard (on Google Spreadsheet) & other M & E techniques

2:00 PM – 2:45 PM: Break/Lunch

2:45 PM – 6:00 PM:

Data Security, Data Publishing, and Best Data management Practices

- Data security and its importance
- Handling sensitive data and ethical considerations
- How to encrypt your form and data (TrueCrypt)
- Securing devices in the field: App lockers and anti-virus apps
- Publishing your data
- All the cool things you can do: Datasets, Case Management
- Integrating automated quality checks to automatically monitor incoming data from the field
- Key considerations for adapting digital tools for data collection
- Tips and tricks on efficient data management for CSR projects
- FAQs
- Participant knowledge gain survey
- Training Feedback Form and Training knowledge gain questionnaire