

CaribData Activities Report_Jan-Jun 2024

Monday, 4 August 2025 12:34 pm

No	Task	Times performed	Activities / "Deliverables"
1	Meetings with CaribData internal team	Weekly	Reported to team the progress with above meetings and deliverables and caught up via recordings and summaries when unable to attend.
2	Policy reviews	Over several months	Assisted with researching, reviewing and documenting legislation, policies and agreements for the Caribbean - my specific assigned countries were: <ul style="list-style-type: none"> • Jamaica • Guyana • Bahamas • Grenada • St Kitts & Nevis • Anguilla • British Virgin Islands • Turks & Caicos (jointed with other CaribData team members)
3	Data sharing software	8 apps	Researched relevant data sharing software, reviewed and tested 8 applications and provided both summarized and detailed comparison.
4	Data visualization software	26 apps	Researched relevant data storytelling and visualization software. Reviewed and tested these and provided detailed comparison.
5	REDCap support - monitoring system functionality	Several times / week	This is ongoing checks that are done several times a week to ensure the system is working appropriately. (When issues are noted the server hosts are contacted immediately via the live chat feature and issues are resolved.) <ul style="list-style-type: none"> • Included in the ongoing checks is testing of new features.
6	REDCap upgrade	26 times	Performed on both the development and production servers.
7	REDCap user requests	108 requests	Managed user requests; Often training tips were included in management of some requests.
8	REDCap new user accounts	39 accounts	Created new user accounts and emailed them "new user" info.
9	REDCap SOPs	10	Developed 10 SOPs related to REDCap and trained the CaribData project assistant on how to use REDCap.
10	REDCap security	Once	Developed process and script re REDCap and server security and compliance for users to include in their applications for ethics approval.
11	Guyana REDCap training		Developed, created and shared training needs assessment survey as a basis for creating training course for Guyana NSO team.
12	Submitted tickets to server hosts	15	Submitted tickets to server providers (online chats not included as difficult to quantify).
13	Document reviews	Several	Assisted with proof-reading, reviewing and providing feedback on various CaribData documents.
14	Evaluations		Assisted with evaluations for external consultant and project assistant contracting process.
15	Data Storytelling	Several times	Met with and managed data story working group with other CaribData team members to lay the groundwork for this process.
16	Website		Developed and deployed a website using Hugo Blox / Netlify for testing with a view to what is needed for the final version of the website IDB deliverable
17	Following up on unpaid payments	Several times	Several emails between myself, the CaribData project lead and Bursary had been conducted throughout this period.