

# CaribData Activities Report\_Jan-Mar 2025

Monday, 4 August 2025 12:34 pm

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with AngryHealth consultant re technologies for CaribData	3 times	<ol style="list-style-type: none"> <li>1. Installation of learning management system on our server</li> <li>2. Creating subdomain on caribdata.org for above system</li> <li>3. Securing of above system</li> <li>4. Configuring outgoing mail for above system</li> <li>5. Customizing them of above system with CaribData logos</li> <li>6. Creation of draft CaribData process wireframes to show: <ol style="list-style-type: none"> <li>a. Past + current software / tech</li> <li>b. Future software / tech</li> </ol> </li> <li>7. Creation of website sitemap</li> </ol>
2	Weekly meetings with vendor re CaribData software	2 times	<ol style="list-style-type: none"> <li>1. Testing of operations management software</li> <li>2. Documented top criteria for the operations software, as noted below: <ol style="list-style-type: none"> <li>a. Sustainability</li> <li>b. Security + Compliance</li> <li>c. Costing</li> <li>d. Uses</li> </ol> </li> <li>3. Acted as liaison for request from CaribData project assistant (PA) re use of AI section of operations management software - to train PA on this in next couple of months</li> <li>4. Researching owners of domains as requested by AngryHealth consultant</li> </ol>
3	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.
4	REDCap support - monitoring system functionality	Several times / week	<p>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.)</p> <ul style="list-style-type: none"> <li>• Created process for upcoming major change to projects in development mode.</li> <li>• Emailed active users the process and additional help information.</li> <li>• Included in the ongoing checks is testing of new features.</li> </ul>
5	REDCap upgrade	15 times	Performed on both the development and production servers.
6	REDCap user requests	20 requests	Approved user requests; Often training tips were included in management of some requests.
7	REDCap new user accounts	56 accounts	Created new user accounts and emailed them "new user" info.
8	REDCap support plan		Developed one-pager detailing the support provided for the UWI instance of REDCap.
9	Moodle installation		<p>Developed process for re-establishing installation and use of Moodle for CaribData; Documented steps for installation and shared with server hosts; Installed Moodle in conjunction with server hosts. <i>Note: server hosts are not contracted to provide support for Moodle so limited assistance could be provided.</i></p>
10	Moodle upgrade	1 time	<i>Performed on the development server.</i>
11	Moodle updates	2 times	<ol style="list-style-type: none"> <li>1. Added intro to Moodle videos on the login page.</li> <li>2. Disabled guest login.</li> <li>3. Created 3 new user accounts.</li> </ol>
12	Submitted tickets to server hosts	6	Submitted tickets to server providers (online chats not included as difficult to quantify).
13	Sync		Assisted with managing CaribData Sync documents; Developed 10 SOPs for use of Sync folder for CaribData team.
14	Website		Created and shared website domain SOP. Developed initial website plan, including migration timelines.
15	Guyana REDCap training		<ol style="list-style-type: none"> <li>1. Met twice with Guyana team</li> <li>2. Finalizing pre-training assessment survey</li> <li>3. Based on Guyana's feedback from meetings, the below was performed: <ol style="list-style-type: none"> <li>a. Creating and sharing training outline for admin and data producers</li> <li>b. Creating and demonstrating survey design tool</li> <li>c. Reviewing tracking workflow protocols for REDCap</li> <li>d. Reviewing an example workflow as a training deliverable</li> <li>e. Reviewing selected admin training topics</li> </ol> </li> </ol>
16	Data Stakeholder		Developed and shared data stakeholder plan with team.
17	Document reviews	Several	Assisted with proof-reading, reviewing and providing feedback on various

			CaribData documents.
18	Following up on unpaid payments	Several times	Several emails between myself, the CaribData project lead and Bursary had been conducted throughout this period.