CaribData Activities Report_Jul-Dec 2024

Monday, 4 August 2025   12:34 pm

No	Task	Times performed	Activities / "Deliverables"
1	Weekly meetings with CaribData internal team	3 times	Reported to team the progress with above meetings and deliverables and caught up via recordings and summaries when unable to attend.
2	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.) • Included in the ongoing checks is testing of new features.
3	REDCap upgrade	21 times	Performed on both the development and production servers.
4	REDCap user requests	75 requests	Managed end-user requests; Often training tips were included in management of some requests.
5	REDCap new user accounts	64 accounts	Created new user accounts and emailed them "new user" info.
6	REDCap archival		• Developed process for archival of REDCap projects; • Developed process for archival of REDCap users; • Wrote accompanying SOPs for the above-mentioned processes; • Performed archival of users, as noted below: • Archival of REDCap users - 677 inactive users removed from the system • Tested archival of projects in conjunction with an active user; • Archival of projects pending completion due to funding for repository of archived projects.
7	REDCap billing & automation		Researched options for creating a REDCap billing plan; Assisted with creation and deployment of REDCap introductory survey at the point of project creation requests - to assist with automation of project requests.
8	REDCap webinars		Attended various REDCap webinars, such as REDCap and R.
9	Submitted tickets to server hosts	20	Submitted tickets to server providers (online chats not included as difficult to quantify).
10	Server resources		Review of current server resources; Review of other server hosts with cost comparisons; Resource plan created and shared.
11	NSO survey		Assisted with building, testing and modifying NSO survey.
12	Document reviews	Several	Assisted with proof-reading, reviewing and providing feedback on various CaribData documents.
13	Following up on unpaid payments	Several times	Several emails between myself, the CaribData project lead and Bursary had been conducted throughout this period.