

# Deliverables Report\_Oct-Dec 2023

Monday, 4 August 2025 12:33 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"> <li>• Jamaica</li> <li>• Guyana</li> <li>• Bahamas</li> <li>• Grenada</li> <li>• St Kitts &amp; Nevis</li> <li>• Anguilla</li> <li>• British Virgin Islands</li> <li>• Turks &amp; Caicos (jointed with other CaribData team members)</li> </ul>
3	Review Software		Researched and setup systematic literature reviewing software (Rayyan) for use in the policy review process.
4	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"> <li>• Included in the ongoing checks is testing of new features.</li> </ul>
5	REDCap upgrade	16 times	Performed on both the development (8 times) and production servers (8 times).
6	REDCap user requests	57 requests	Managed user requests; Often training tips were included in management of some requests.
7	REDCap new user accounts	12 accounts	Created new user accounts and emailed them "new user" info.
8	Moodle - decommissioned		Developed process for discontinuing the use of Moodle for CaribData; Created SOP steps and shared with server hosts; Decommissioned and removed Moodle from the online servers in conjunction with the server hosts.
9	Submitted tickets to server hosts	9	Submitted tickets to server providers (online chats not included as difficult to quantify).
10	Document reviews	Several	Assisted with proof-reading, reviewing and providing feedback on various CaribData documents.
11	Following up on unpaid payments	Several times	Several emails between myself, the CaribData project lead and Bursary had been conducted throughout this period.