

Starting
shortly

Please
wait!

ActivityInfo

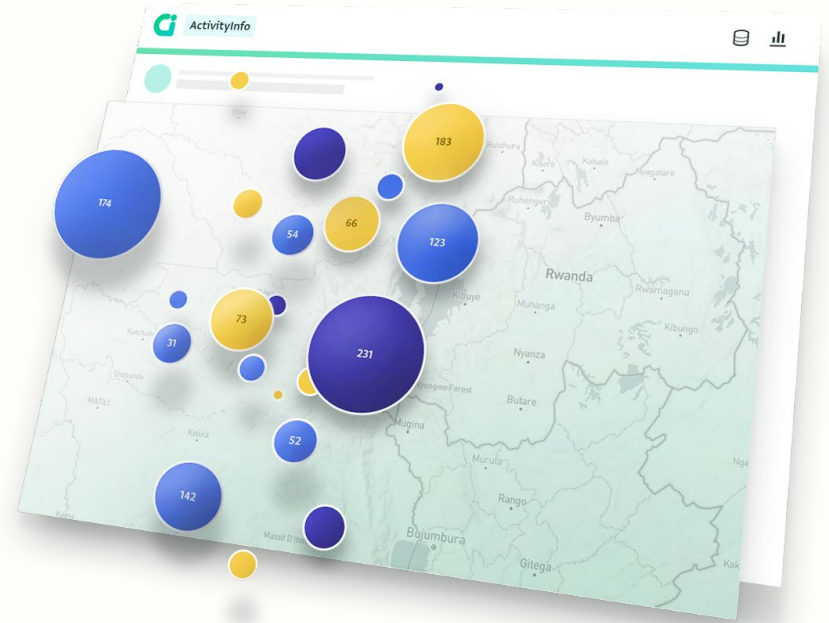
Data Migration

Best practices and Insights from
Missio Invest and the Spotlight Initiative - UN women

Presented by the ActivityInfo Team

Software for Monitoring & Evaluation

- ★ Track activities, outcomes
- ★ Beneficiary management
- ★ Surveys
- ★ Work offline/online



Today's session outline

- **Best Practices for data migration**
- **Missio Invest: insights and lessons learnt from the migration process**
- **The Spotlight Initiative: insights and lesson learnt from the migration process**
 - The implementation status of data collection and analysis prior to ActivityInfo use
 - Approach to the migration
 - Lessons learnt and Recommendations
- **QandAs**

Best Practices for data migration

Best practices for data migration

Before you begin

What does your data currently look like?

- ❑ Review the data entities (master, reference, meta)
- ❑ Review data structure
- ❑ Review data types (e.g. text, quantity, date)
- ❑ Review formats (e.g. month only or full date?)
- ❑ Review the data model (i.e. how are data related?)

What structure does your data need to be in?

- ❑ Review data model in ActivityInfo
- ❑ Determine what changes to the data model are required
- ❑ Determine any data transformations required
- ❑ Decide where to do transformations (from source or in ActivityInfo)
- ❑ Create import templates or develop scripts in line with the expected data model

Best practices for data migration

Before you begin

What resources do you have?

- ❑ Identify key stakeholders who will be involved
- ❑ Review relevant project milestones (e.g. go-live date, reporting schedules)
- ❑ Determine which sets of data need to be migrated by when
- ❑ Decide on migration approach (e.g. Big Bang vs Trickle)
- ❑ Allocate sufficient time based on migration approach

Best practices for data migration

During the migration

Is the migration running as expected?

- ❑ Start with small-scale tests
- ❑ Pause any routine data collection during migration
- ❑ Verify record counts and integrity of migrated records
- ❑ Correct any errors identified, keep track of any modifications needed on the forms
- ❑ Keep stakeholders informed, re-evaluate timeline if needed

Best practices for data migration

After the migration

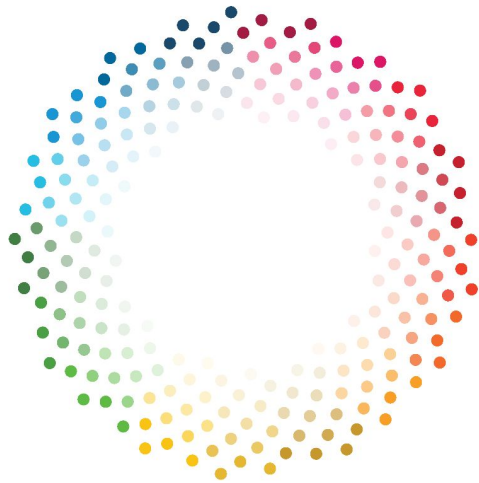
Were all the data migrated as expected?

- Assess integrity of entire data set
- Check whether references are intact
- Check whether integrations are properly working
- Verify with end users
- Report back to key stakeholders

Best practices for data migration

- Review the different data types you have and make a list.
- Review and consolidate where your data comes from
 - are they the same?
 - do corrections need to be made
- If possible reformat your data to be downloaded to ActivityInfo.
- For transforming “indicators” consider what is the prevailing data type when making forms - and plan what to do with older defunct data types.
- Plan time for whole database review of ActivityInfo to ensure proper migration.

MISSION INVEST



Spotlight Initiative

*To eliminate violence
against women and girls*

Spotlight Initiative

About UN and Spotlight Initiative



**Spotlight
Initiative**
*To eliminate violence
against women and girls*

- Created in 2017, **Spotlight Initiative is the world's largest targeted effort to end all forms of violence against women and girls.** This is a EU-UN funded Initiative that supports efforts and tracks data surrounding this global goal .
 - It differs than other organization and functions similarly to inter-agency efforts. Meaning we receive country level data from multiple agencies working on different activities that have the same objectives.
- We deliver **high-impact results in more than 30 countries and regions** across Africa, Asia, the Caribbean, Latin America and the Pacific
- Our model simultaneously works to address laws and policies, strengthen institutions and data collection, promote gender-equitable attitudes and provide quality services for survivors of violence and their families.
- On a programmatic level we serve country offices and aim to provide a database where they can not only report results but also monitor and evaluate their progress.

Spotlight Initiative

What was the state prior to ActivityInfo use?

Previous state of data collection and analysis

- Prior we developed an in-house database using Jotform and google-sheets.
- We created a custom database for every programme and a separate global database for aggregation and analysis.
- It was customizable and accessible for our global team.

But...

- It was not scalable and require tedious annual upkeep.
- Was not secure. Data could accidentally be tampered..
- Data analysis and visualization was limited.

Spotlight initiative

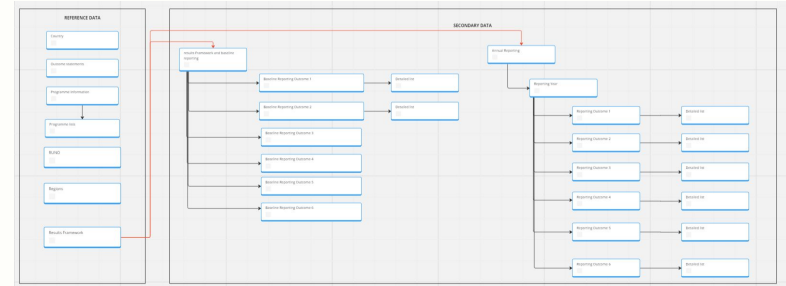
ActivityInfo use case

ActivityInfo Use Case objectives:

- Data collection of secondary data on program indicators by implementing countries
- Access of implementing countries to data collected
- Program and global level reporting

Type of data: Data collection includes both quantitative and qualitative data points. Baseline and annual data collection to facilitate monitoring and evaluation processes.

Data model: Data model includes data collection forms that correspond to baseline questionnaires and annual questionnaires. The use of subforms facilitated the collection of qualitative data for baseline and reporting purposes (e.g list of policies which corresponded to specific indicators).



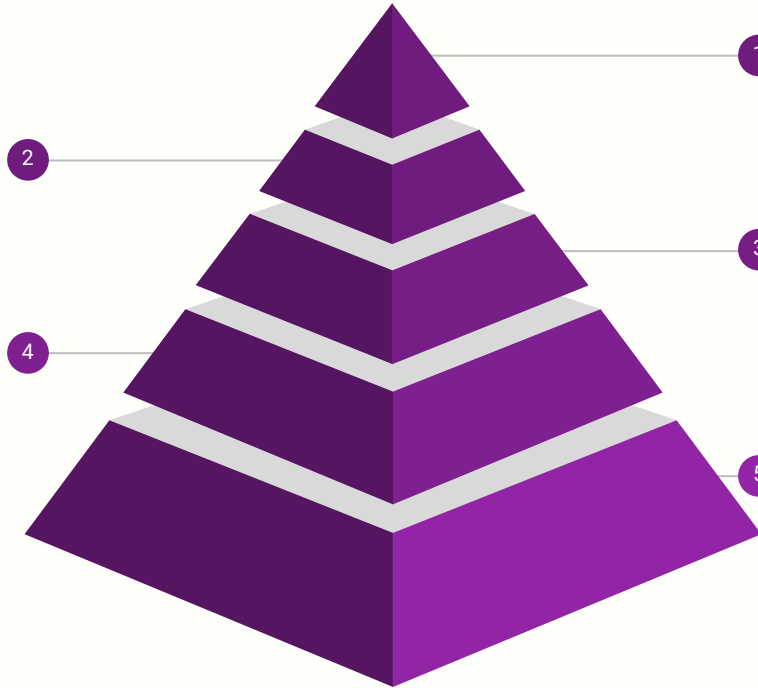
Approach to migration

Identify data sources for migration

Identify how existing data sources need to be restructured to correspond to the relational database schema

Perform data migration

Data migration performed by ActivityInfo, with frequent meetings to solve challenges



Database Design

1 Decide the scope of data collection and how existing system translates into a relational database in ActivityInfo

Identify migration timeline

3 Coordinate with Spotlight team for the prioritization and how to communicate feedback

Validate and test data

5 Validate and test data entries. Validation was performed by ActivityInfo side and Spotlight initiative team.

Spotlight Initiative

Data migration specifics

01

Roles and Responsibilities

- Migration was performed by **ActivityInfo**.
- **Spotlight team** provided the necessary data sources.
- **Spotlight team** decided when alterations to existing data was needed to correspond to new database schema.
- **Spotlight team** decided appropriate approach when data inconsistencies arose in existing data sources
- **ActivityInfo team** guided the sessions to solve questions arisen during the migration.
- **ActivityInfo and Spotlight team** performed sample testing on data following migration.
- **ActivityInfo and Spotlight team** performed any corrections needed during the post migration period.

Spotlight Initiative

Data migration specifics

02

Actual Migration

- The current database schema results in major data transformation. The transformation was performed with power query when this was possible and when this was not possible due to the data format, manual data entry was performed.
- ActivityInfo importer facilitated significantly the import, given the relevance and validation rules that exist across all data collection forms.

Spotlight Initiative

Lessons Learnt and Recommendations

- ActivityInfo database structure was completely different from previous database structure. This resulted in major restructuring of previous existing data. **It is recommended** to perform an evaluation of the migration timeline and validation of existing data sources following the database design and testing phase, to account for any modification in terms of timeline and process are needed.
- During migration, any pre existing data collection error can result to challenges in terms of how to reflect data in the new database. **It is recommended** to keep an audit log of the actions for easy communication between the teams that are collaborating and to perform frequent meetings to solve any questions that arise.
- Timeline was tight following the migration, thus the post testing period coincided with the launch of ActivityInfo. **It is recommended** close communication between the two teams, as data migration errors can result to challenges in reporting. The frequent communication and the accounted time functioned as a mitigation measure to those challenges.
- Post migration period may yield corrections. **It is recommended** to allocation sufficient resources in the post migration period and define the how feedback will be communicated and handled.

Thank you!

Time for Q&A!