Prince George's County Department of Parks and Recreation

Special Project Division
Grab-n-Go Meal Program

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Under the Supervision of
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University of Maryland – College Park
Fall 2020

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Introduction

The Prince George's County Department of Parks and Recreation Special Programs Division (SPD) coordinates programs for children and seniors throughout the county. Its programs include childcare and therapeutic recreation opportunities for individuals with disabilities to promote the development of leisure and socialization skills (http://www.pgparks.com/297/Special-Programs).

To continue services during the COVID-19 pandemic, the SPD purchased recreational equipment such as jump ropes, crayons, chalk, and Uno cards, to distribute as recreation kits to children at nine food distribution sites within the county.

We worked with the Special Programs Division (SPD) in building surveys to track the effectiveness of their programs. The project started with the goal of measuring the effectiveness of recreation kits that were to be sent to children in response to the pandemic. But this program ended and the focus switched to SPD's "Grab-n-Go" meal program. The meal program is a collaboration between the Department of Parks and Recreation and the Capital Area Food Bank to provide free meals to youth and teens in the county.

The goal of these surveys was to see if the meal kits were making a positive impact on the community. In these surveys, we asked questions that gauged a food recipient's experience with the Grab-n-Go service as well as their satisfaction level with the food itself. To go about this, we created three surveys—of youth, seniors, and adults with disabilities—designed to elicit feelings about the program.

To ensure we were asking the right questions, we were in constant communication with the SPD. Our main point of contact for this project was the project lead, Stephen Makle. We also worked with Anthony Nolan, the Special Programs Division Chief. Throughout the semester, both have been instrumental in the project's progress.

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Online link to
Deliverables and artifacts

Project Goals and Method

Our group worked directly with the Special Programs Division. In the early stages of project planning, we decided surveys would be the most effective way to generate data for the SPD. Prior to our involvement, they had minimal data on the effectiveness of the Grab-n-Go meal program. The surveys could quickly provide obtainable data.

Project Goal

Currently, there is no data on the effectiveness of the SPD efforts. A method is needed to collect data on those receiving food in order to receive feedback and ensure that these services are making a positive impact. This project's goal is to create a survey of those picking up food to collect data on their opinions and analyze/visualize this data to make informed decisions on how to continue this program.

The final deliverable is an improved plan (new items, better process) for distribution of food in the County. The project's success depends on the respondents' willingness to share their contact information at the food distribution sites and to complete the survey. It is essential to identify project risks such as delays in project deliverables due to changing requirements, lack of appropriate data, and lack of appropriate tools, and establish a risk mitigation plan to reduce the overall risk impact or the likelihood of occurrence (see Appendix 2).

Method

In biweekly meetings with the client, we determined the number of surveys needed and how they should be formatted. The general consensus was to create three surveys: one short and general to be deployed on-site, a second optional survey in which participants would be contacted by entering their email on the first survey, and a third survey specifically for seniors and adults with disabilities.

The second, emailed survey was optional but, it gave the SPD valuable data such as, family size, participant's age, and driving distance to the Grab-n-Go distribution site. Because this survey asked participants for more personal data, the SPD offered a gift card raffle as an incentive.

To create the survey questions, we researched the components of a survey. Two team members knew survey methods and they led this part of the project. To ensure our surveys would generate useful results we created specific and straight-forward questions that recipients could easily answer. We also focused on the layout of the questions, making one-page survey, so that recipients could see that the survey was short and so weren't reluctant to complete it. Overall, we focused on SPD's goal and so included satisfaction questions about the recipients' service received, the process of the meal program, and the food quality.

The survey was tested on friends and family who were briefed on the SPD's goals and our testing methods. Feedback led us to shorten the first survey to create less waiting time while participants filled it out, as well as clarifying the language in the questions. The team also presented the surveys to the professor and with the rest of the class from whom we received similar feedback.

The final step was to deploy the surveys. The SPD recommended surveying at different distribution sites during the duration of Grab-n-Go for a week. For the on-site survey, the SPD decided to use QR codes.

COVID presented an obstacle. We could not survey on-site ourselves, but we created instructions for the SPD to access and conduct the survey. They decided it was safest to allow recipients to scan a QR code to take the survey on their own devices. Another obstacle was scheduling. Initial communication with the SPD was good, but closer to the holidays, they were busy due to the increased need for meals. With guidance from our professor we were able to get a better contact method.

Deliverables
Due to the changes in project scope, our deliverables consist of three surveys.

The first survey, deployed on-site at the Grab-n-Go pickup location was anonymous, designed to get a better understanding of how families receiving meals feel about the service at the food distribution sites, and how it might be improved. This survey was six questions with two requiring a short-written response answer. The last question was optional, asking for an email address in order to receive the next survey and to enter for a chance to win a gift card (see Figure 1).

Figure 1   Figure 2   Figure 3

The longer, second youth survey was sent to those who included their email addresses on the first survey. It asked about limiting factors to receiving the meals, and quality and quantity of the food. This information was necessary to gain knowledge to provide full recommendations. The survey also asks where families pick up the meal kits to ensure that the client can differentiate between each location's survey responses (see Figure 2).

The last survey of seniors and adults with disabilities in the Grab-n-Go meal program had two focuses. The data will let us know if the SPD is making the necessary accommodations for seniors and adults with disabilities and will gather an estimate on whether the accommodations meet their needs (see Figure 3).

Recommendations

The next steps for this project would be to distribute the surveys at Grab-n-Go distribution sites. We recommend deploying the first survey to as many sites as possible. If resources limit the number of survey sites, we recommend deploying them to at least three distribution sites (highly populated site, medium populated site, and less populated site).

We recommend deploying the survey for one to two weeks to gather at least 50 responses, so there is enough data to make an analysis. After one to two weeks of deployment, the second survey (for youth) should be sent using gathered emails.

For the senior/adults with disabilities survey, we recommend emailing it after people register for the meal program.

Once all the surveys have been deployed, their data should be downloaded and the files imported into a statistical software program, such as R, a free software for computing and graphics. The data should be cleaned and organized to prepare it for analysis (e.g., change variable names, remove N/A values, etc.). Various statistical tests could then be conducted using the responses of each question.

Useful statistical tests include t-tests (to compare the means, e.g., age of recipients across each site) and chi-square tests (to test the association between two categorical variables e.g., satisfaction with the meal vs. satisfaction with the amount of food). Data visualizations like bar or line graphs can be created to show the number of responses for each answer choice.

To end the project, test conclusions should be drawn and a plan for how to continue the meal programs should be devised.

Conclusion

The SPD lacked knowledge on the effectiveness of their Grab-n-Go meal program. After research and testing, we created three surveys that could provide the information they need.

The survey results and analysis should show how recipients feel about the meal programs and how the SPD can improve. After the analysis is complete, results should be assessed and a detailed plan for continuing the Grab-n-Go meal program should be devised—such as new items, different locations, timing, etc.

Appendix

Appendix 1. Initial Project Information

Business Objectives
The business objectives shifted from evaluating the recreation kit program to evaluating the Grab-n-Go meal program, when the recreation kit program was ended.

The purpose of the recreation kits was to positively impact children's lives during the pandemic. This project aims to find the best way to efficiently and effectively implement the recreational kit program to ensure that it is alleviating the burden children are facing while also having an educational impact. This includes discovering when and how the recreational kits should be distributed and which recreational equipment is beneficial and should remain in the kit and which ones are not as beneficial and can be excluded in the future.

Project Stakeholders
The main stakeholder is the Special Programs Division within the Prince George's County Department of Parks and Recreation. Specifically, we worked with Stephen Makle, the project lead and Youth Services Coordinator for the Special Programs Division, as well as with Kim Fisher, the Program Director of the Partnership for Active Learning in Sustainability (PALS).

The SPD's goal is to find the best method for purchasing and redistributing recreational activity kits to children in order to educate, promote activity, and relieve stress during COVID-19. The organization operates within the Prince George's County, Maryland Department of Parks and Recreation, under the jurisdiction of the Maryland-National Capital Park and Planning Commission (M-NCPPC:http://www.mncppc.org), which focuses on providing comprehensive park and recreation programs, facilities, and services to their communities and ultimately enriching the quality of life for present and future generations through safe and secure open spaces. (http://www.mncppc.org/210/Mission-Vision).

By efficiently implementing a productive recreational kit program, the SPD can provide a service to children in their community and enrich their lives by fulfilling their changing needs during these dire times.

Project Objectives
A completed our project will help the SPD understand how impactful recreational kits are for children during the COVID-19 pandemic. To provide the SPD with new information, access to children's school grades may be required to assess educational benefit. We may be able to specify items to include in the kits that boost educational attainment.

Also, we'll be able to provide items that may help with the burden, children are going through since the pandemic. For example, stress relievers, and fun brain teasers. To test the effectiveness, we will ask families of the children to complete 1-2 surveys. This will allow us to measure and collect data to present to the Special Programs Division.

Constraints

The main constraint is time since the semester ends in December making our deadline fixed. Team members work and are taking classes outside of this project, so it may be difficult to schedule meetings due to limited availability.

Another constraint is recognizing that all children learn differently. When the recreational kits are distributed, we should study the differences in how frequently each child uses the kits.

In addition, a possible constraint could be how COVID progresses. As more findings about the disease come out, it could affect distribution of the kits. This could also go in the other direction. If a vaccine is distributed, it would be worth studying if the kits should still be used or simply return to in-person interaction.

Another constraint is that we are interviewing the children's guardians, not the actual child. This could limit our data because it is difficult to understand exactly how someone else is feeling.

A final constraint is contact with our client. In normal circumstances, it would be beneficial to meet often and in person, however due to the pandemic that option is eliminated. We will rely solely on virtual communication.

Transition Plans

After meeting the client's needs and requirements, we will consult with the professor to review deliverables and recieve feedback on any final adjustments. We will then present the final report to our clients through a presentation of recommendations for the recreational kit program. To effectively do so, we will provide data from interviews/surveys such as questions used, results, and analyses in a comprehensible format. We will also create visuals of our findings (charts, graphs) to include in the presentation and explain how that information led us to our final recommendations.

Appendix 2. Interview with Prince George's County Parks and Recreation

Introductions
- Tell us about what your division distributes?
    - Food: Dietary restrictions? Donations?
    - Social kits: What is included?
    - Process: locations, times, handoff, how has COVID impacted
    - People: Who is able to get the kits?

- How did you decide on those distribution sites?
    - Partners?

- Do you have a schedule for future distribution of kits?
    - A current plan in place?
    - When do you believe the recreational kits will return?

- What do you think needs improvement within this kit program? (process, items)
  - Budget? (if we decide to change the items)

- What do you hope to accomplish with these kits? (what are their needs)
  - What new knowledge do you hope to gain?

- Is there any type of data available? (number of kits made/distributed so far, etc.)

- How can we get into contact with the people who receive the kits?
  - Email/phone
  - Are they likely to help? (complete surveys)

- Are there any plans to reevaluate the kits and the impact they are having in the near future?

- Once COVID begins to cease, would you consider keeping the kits in effect?
  - Teaches kids how to be self-sufficient?
  - Potentially saves money?

- Have you thought of ways to receive feedback? Have you attempted before? What worked and what didn't?
  - Surveys, phone calls, etc?

- Is it possible to set up iPads at the distribution sites?
  - Possibly for surveys

- Are there any constraints for obtaining information?
  - E.g., sanitary constraints (COVID)

- How many workers are at each distribution site?
  - To gather information possibly

- Do you already have questions you want to ask if we make a survey?
  - How was service, did you learn anything, etc

- What is the best way to conduct meetings with you in the future?
  - Which software is best? Group phone call?

Survey Question outline:
- Original plan was to see the recreational impact of the kits from the families picking up meals through the food distribution program.

- All summer camps/schools canceled so the intent was to try and give recreational activities to break up day and "feed soul/body."
- Problem was they weren't tracking individuals, people weren't required to register for the program so follow up information was not managed well.
- Still handing out meals at seven of their distribution centers
  - Only had enough funding for these. Wanted to make sure a variety of neighborhoods were served.
  - They have a partnership with Capital Area food bank. (evening)
  - Partnership with PG county schools to sponsor meals at summer playgrounds. (daytime)
- They are currently getting a chance to catch their breath between summer and fall
  - Depending on the location kids could pick from a variety of recreational items on Fridays (jumprope, chalk, etc).
  - Then decided to integrate STEAM. Distributed these out on Mondays.
  - Also, some kits are themed for the upcoming holidays (They have planned out a STEAM kit for Halloween)
- The number of kits handed out depended on what site they were at.
- Looking to get feedback from families
  - Tried to encourage staff that work at sites to get families to fill out surveys
  - End of summer survey idea was entertained but people were being cautious and opted against it.
  - QR code to an online link (very few responses back)
  - Future giveaways would ask participants to register with a parks and rec account.
    - Balancing respecting privacy with getting feedback
- They have records of all the youth that have signed up for the kits.
  - This could be used for random sampling
- Maybe set up iPads at distribution sites - reward with gift card etc. (have the money)
  - Sanitizing the iPads
  - Limiting questions
- Anthony sees lots of these virtual activities continuing, not going back to in person anytime soon.
- Prices are very nominal ($10 for a weekly session) due to it being virtual.
- Two different groups in therapeutic recreation Youth that needs a little support and youth with much more significant disabilities.
  - This varies expensive and attention/staff needed
  - Makes it harder virtually.
- He is going to work on getting survey samples for us to use in the future.

Narrowed questions
- Forms of data we should focus on

- Summer meals program - no individuals data collected on participants
  - Collected a survey but without emails or demographic information
  - Our group should work on creating more useful surveys.
    - Their goals are to find metrics with frequency and popularity of the summer meals program
  - They do have data on how many kits/meals were given away.
    - This shows very broad information on age range, household size, and which programs were the most popular.
- iPads seem like the most efficient way to fill out a survey.
  - Motivates people to fill the survey on spot.
  - They recommend asking for just a first name, zip code.
  - People would be more willing to fill surveys out if we make a relationship with the community.
    - Also find incentives like gift cards.
- Lots of people come who aren't just interested in food.
- Senior grab and go requires them to fill out a survey and register before they come in to get food.
- Grab and go sites are five days a week at seven sites.
- Different sites have higher or lower attendance rates.
  - Important to not ignore sites with lower attendance.
  - Approximately four of the seven sites have average amounts of kits greater than 50.

Appendix 3. Project Analysis

Project Details
1. Constraints
Time: Project needs to be completed by the end of semester. Team leader will be monitoring progress and keeping the team on track.

Scope: Data from the Special Division Program's Summer Meals Program

Cost: There will be no cost most resources needed will be found online or gathered from project point of contact; no budget.

2. Facts and Assumptions
Assumptions
- To examine data from the Summer Meals program with participating information and most liked items.
- To clean data around the food kits

Facts

- These kits are to help feed the community.
- There are seven total food distribution centers that we can look at.
- Pickups for these meals take place in seven different locations five days a week.
- One outside factor that could possibly shut or slow down the project would be a COVID-19 related shutdown of some sort.

3. Current Situation

Currently, there is no data on the distribution of the food and its effectiveness. This project was undertaken to improve food distribution by the Special Programs Division through feedback from its receivers. The SPD mentioned the only data they have currently is the contact information for people that have requested kits.

4. Project Scope

Work with the SPD to gather contact information from children/families who have received food. Create a survey for those families to complete to get an understanding of the effects of the food distribution and better tailor them toward their needs. Analyze and visualize the data from those surveys to devise a plan for the SPD that ensures the distribution of food is effective and impactful. *Note: A User Diagram is not needed based on the scope of the project.*

5. Functional Requirements
- Parents shall be able to fill out feedback form onsite
    - Disinfected iPads should be accessible with optimized forms read to be filled
    - Form should include a mood scale based on the service provided at the distribution center.
    - Keeping anonymity as a standard, the option to provide any contact information to enter for a prize and future survey on the food kits is optional
- Parents shall be able to fill and submit future survey
    - Surveys should be available through a link sent to parents' emails. The survey should allow parents to check boxes based on the Likert scale.
    - Link provided needs to recognize parent email identification to provide access to survey. Survey has a submit button to export data from the form.

6. Non-functional Requirements
- Standard form/survey style available by Qualtrics or Google Forms.
- Surveys will have instructions at the start and include examples for each question.
- Send out surveys by email using information from contact forms
- Attempt to include a language option if needed
- Using natural language to write the requirements

7. Maintainability and Support Requirements
- We will maintain a repository in a google drive with all information in regard to the project that will be able to assist with support and maintainability

- iPads at the distribution sites will have the contact forms set up and surveys will be accessible on a personal computer or mobile device

8. Security Requirements
- Access to receivers' contact information
- Only the Special Divisions Program and the team will have receivers' information
- Surveys will be completed anonymously to ensure privacy and accuracy of data

9. Open Issues
Resolvable during this project
- There is currently no standard for collecting data on the food distribution
- Families receiving enough food and nutrition support during the pandemic
Resolve in the future
- Usefulness of the meal distribution once COVID restrictions begin to cease.
    - The SPD wants to see how they can improve on their food distribution sites.

10. New Problems
- Parents with limited or no access to internet most likely can't complete the online survey
- Parents do not fill out survey because of email going to their spam folder
- Parents don't take the extra time to fill out a brief survey.
- Ensuring to keep the pace of the food distribution at the site with our survey method
- We are currently unsure if we can take part in the on-site surveying process
- Ensuring questions hold up to the SPD's privacy guidelines

11. Migration to the New Product
Contact forms will be set up on iPads at the distribution sites. Food receivers will submit their contact information and a survey to them will be later deployed. Data from the survey will advise the team on what to include in the new plan for distribution of the food. The plan we develop will serve as a recommendation for the SDP on what should be included or removed in future food distribution and how it should be distributed based on feedback. The plan will be presented to the SDP step-by-step and data will be shown to support it.

12. Risks
- The Special Divisions Program may disapprove of our new plan for distributing the food
    - Keep in constant contact with SPD to ensure the plan is developing to their liking
- Requirements could change throughout the project
    - The requirements for the project will be re-evaluated with the team and SPD
- Qualtrics or Google Forms may not fit for feedback questions
    - Explore every type of survey software to achieve desired goal

13. User Documentation and Training

- Documentation could be provided for surveyors, in order to help with troubleshooting the survey.
- Depending on the survey software, specific documentation will be provided.

14. Future Requirements
- Work on setting up the survey questions and contact forms for the iPads at distribution sites
  - Make sure to push the importance of sanitizing the iPads.
- Meet with a larger group of SPD officials to further plan out goals of the project.
  - Start creating the survey questions prior to this meeting
  - Present the questions for feedback from the SPD
- Create an incentive for filling out the survey
  - Purchase gift cards and hold a raffle for those that fill out surveys
  - Work on figuring out a reward system that will maximize parents' motivation to fill out the survey

PESTLE Analysis

Political	Ensure all information gathered follows County guidelines and policies
Economic	Ensure we are able to get enough information from everyone regardless of economic background
Social	Gather information in a way that is user-friendly and easy to understand
Technological	Because we can't get this information in person, use a technological means like an online survey.
Legal	Respect the survey respondent's privacy
Environmental	Examine possible environmental impacts that the distribution of recreational kits (and of Grab-n-Go program)

Appendix 4. Project Scope and Schedule

Scope
This project consists of creating a survey of those receiving food from the SPD. Survey data will be analyzed and visualized to produce a plan for the SPD that ensures the distribution of their food is effective and impactful to those receiving it. The table lists the milestones and tasks to be completed throughout the project.

Milestone	Task	Description
1 Propose New Data to Collect	1.1 Research Information on Feedback Surveys *(all members)*	Research literature and client's needs to determine the best questions to gain insight
	1.2 Examine Data Currently Collected *(all members)*	Review previous survey questions
	1.3 Develop Standards for Old and New Data Collection *(all members)*	Create new survey questions while implementing the old
	1.4 Propose New Data *(all members)*	Propose survey questions to client and get feedback/approval
2 Configure Survey	2.1 Create Final Survey Question List *(all members)*	Create a finalized list of questions for in-person survey and email survey after implementing client feedback and getting approved
	2.2 Configure Email Survey *(Nick and Lealena)*	Design and configure email survey on Qualtrics using finalized questions
	2.3 Configure In-Person Survey *(Favion and Malik)*	Design and configure anonymous in-person survey on Google Forms using finalized questions
	2.4 Create Contact Form *(Dylan)*	Create contact form using Google Forms to gather emails to deploy surveys
3 Test and Debug System	3.1 Test Email Survey *(all members)*	Testing functionalities, UX design, ensure survey deploys
	3.2 Test In-Person Survey *(all members)*	Testing functionalities and UX design
	3.3 Test Contact Form *(all members)*	Testing functionalities and UX design
	3.4 Test Cross-Application functions *(all members)*	Testing form and survey on different devices
	3.5 Test Analytics *(all members)*	Test to ensure data is received from survey and form responses
	3.6 Perform Client User Acceptance Testing *(all members)*	Demonstrate survey/form and information process for client for acceptance

	3.7 Fix Bugs *(all members)*	Fix bugs or issues introduced during testing and demonstration
4 Deploy and Analyze Data	4.1 Set-Up Contact Form/In-Person Survey *(Favion, Nick, Dylan, Malik)*	Set-up contact form and in-person survey on two separate iPads at multiple food distribution sites
	4.2 Deploy Email Survey *(all members)*	Download data from the contact forms and deploy the email survey using the emails gathered
	4.3 Download Data from Surveys *(all members)*	Download data from surveys and import into statistical software (e.g., R)
	4.4 Perform Data Analyzations *(Nick and Lealena)*	Run different functions to group data and find patterns
	4.5 Create Data Visualizations *(Favion, Dylan, Malik)*	Create graphs and charts based on the data gathered
5 Develop Food Distribution Plan	5.1 Review Data Analyzation *(all members)*	Review data analyzations and interpret results
	5.2 Create Plan for Future Food Distribution *(all members)*	Incorporate results into recommendations for future food distribution
	5.3 Create Final Report and Presentation *(all members)*	Gather the survey questions, response data, analyzations, visualizations into a report and PowerPoint presentation
	5.4 Present Final Report and Plan to Professor *(all members)*	Present final report and plan to professor for feedback and implement recommendations
	5.5 Present Final Report and Plan to Client *(all members)*	Present final report and plan through a PowerPoint presentation to the client

Schedule
The schedule is a detailed plan for the project's milestones. The table and chart show planned start and end dates for the tasks.

TASK NAME	STATUS	START DATE	END DATE	DURATION in days
Milestone 1 - Propose New Data to Collect	In Progress	10/17	11/04	18
1.1 Research Information on Feedback Surveys	In Progress	10/17	10/22	5
1.2 Examine Data Currently Collected	In Progress	10/22	10/25	3
1.3 Develop Standards for Old and New Data Collection	In Progress	10/25	11/01	7
1.4 Propose New Data	Not Started	11/01	11/04	3
Milestone 2 - Configure Survey	Not Started	11/04	11/14	10
Midsemester Presentation	Not Started	11/10	11/10	0
2.1 Create Final Survey Question List	Not Started	11/04	11/05	1
2.2 Configure Email Survey	Not Started	11/06	11/14	8
2.3 Configure In-Person Survey	Not Started	11/06	11/14	8
2.4 Create Contact Form	Not Started	11/10	11/14	4
Milestone 3 -Test and Debug System	Not Started	11/14	11/21	7
3.1 Test Email Survey	Not Started	11/14	11/19	5
3.2 Test In-Person Survey	Not Started	11/14	11/19	5
3.3 Test Contact Form	Not Started	11/14	11/19	5
3.4 Test Cross-Application functions	Not Started	11/14	11/19	5
3.5 Test Analytics	Not Started	11/14	11/19	5
3.6 Perform Client User Acceptance Testing	Not Started	11/20	11/20	0
3.7 Fix Bugs	Not Started	11/20	11/21	1
Milestone 4 - Deploy and Analyze Data	Not Started	11/22	12/07	15
4.1 Set-Up Contact Form/In-Person Survey	Not Started	11/22	12/05	13
4.2 Deploy Email Survey	Not Started	11/22	12/05	13
4.3 Download Data from Surveys	Not Started	12/05	12/05	0
4.4 Perform Data Analyzations	Not Started	12/05	12/07	2
4.5 Create Data Visualizations	Not Started	12/05	12/07	2
Milestone 5 - Develop Food Distribution Plan	Not Started	12/07	12/11	4
5.1 Review Data Analyzation	Not Started	12/07	12/09	2
5.2 Create a Plan for Future Food Distribution	Not Started	12/07	12/09	2
5.3 Create Final Report and Presentation	Not Started	12/07	12/09	2
5.4 Present Final Report and Plan to Professor	Not Started	12/09	12/09	0
5.5 Present Final Report and Plan to Client	Not Started	12/11	12/11	0

Gantt Chart

Date	
10/01 10/06 10/11 10/16 10/21 10/26 10/31 11/05 11/10 11/15 11/20 11/25 11/30 12/05 12/10 12/15 12/20	

Milestone 1 - Propose New Data to Collect
1.1 Research Information on Feedback Surveys
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3.2 Test In-Person Survey
3.3 Test Contact Form
3.4 Test Cross-Application functions
3.5 Test Analytics
3.6 Perform Client User Acceptance Testing
3.7 Fix Bugs
Milestone 4 - Deploy and Analyze Data
4.1 Set-Up Contact Form/In-Person Survey
4.2 Deploy Email Survey
4.3 Download Data from Surveys
4.4 Perform Data Analyzations
4.5 Create Data Visualizations
Milestone 5 - Develop Food Distribution Plan
5.1 Review Data Analyzation
5.2 Create a Plan for Future Food Distribution
5.3 Create Final Report and Presentation
5.4 Present Final Report and Plan to Professor
5.5 Present Final Report and Plan to Client