

2022

Hawai'i Annual Code Challenge (HACC)

Challenge Title	TOD Project Data Collection & Update Form
Department / Organization	DBEDT/Office of Planning and Sustainable Development
Subject Matter Contact	Ruby Edwards
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The Challenge	
Describe situation to be solved	OPSDTOD staff has an MS Access relational database for TOD project information that is not operational at this time. Currently, we receive information on current and new projects from other agencies and manually input the data into static Excel sheets that we then manipulate to produce reports for different audiences. We are looking for a way to simplify collection of agency information that can be downloaded into Excel or the MS Access database, either through a web form or some other automated process.
Preconditions <i>(How does it work now)</i>	<ol style="list-style-type: none">1. Project information is provided in various formats through Word files, emails, and Excel Spreadsheets.2. Information is manually inputted to fit the proper format for various types of reports.3. Master Excel files are manipulated further to generate specific reports in the format required, depending on the audience. (Fiscal reporting on awarded grant money, Project status reports, which include requested funding, appropriations, current activities, Project narrative, which includes geographic description)
Assumptions/Issues <i>(list any conditions that could impact the solution)</i>	<ol style="list-style-type: none">1. No current budget, no in-house IT technical support, staff capacity to support and maintain customized solution2. Staff may need to create new fields later in the future as needed by new legislation or governing entities
Current Approach <i>(how is situation currently being handled)</i>	<ol style="list-style-type: none">1. Using low to no cost products and manually entering information, taking up time and resources to properly format, with extra time needed to make sure that information is current and correct across file and report formats.

Users <i>(Who would use the application - employees or constituents or both? How many users would there be?)</i>	<ol style="list-style-type: none"> 1. Primarily TOD program staff 2. Eventually would like to be able to show information on a public-facing platform
Business Rules	<p>Identify any business rules or constraints that would impact solution approach – (for example if your app was to collect field data for an Animal tracking app, you might specify the app should be limited to android devices because that is what would be supplied to collectors)</p> <p>Solution would need to conform to State IT web solutions requirements, constraints (although OPSD TOD staff not sure what these may be). Solution needs to be simple for the non-technical agency user expected to input data into the collection form. May require pop-up or alt text to explain what information is to be inputted and if particular format is required.</p>
Special Requirements	<p>Identify any special non-functional requirements, such legal, privacy or performance issues to be considered during design or implementation</p>
Technical Platforms <i>(in use or desired to be used)</i>	<p>In future, ArcGIS Online, story maps.</p>
Data set to be used or collected	<p>Data sets are currently in Excel and Word files, to be migrated to the MS Access database as time permits. If time/resources permit, GIS files as well.</p>
Data set calculations or reporting needs	<p>There are different reporting formats. Calculations (Summations, Funding/budget over certain timeframes, possible GIS calculations, etc.)</p>
Solution Road Map	
Basic Flow <i>(steps of user action/system response)</i>	<ol style="list-style-type: none"> 1. Staff inputs information into relational database or application 2. Staff generates reports on predefined templates
Goal of Solution	<p>Create simple, intuitive online tool for agencies to access and update TOD project information, which OPSD TOD staff can readily download into Excel and Access database and GIS files. To the extent possible, data should have standardized formats and error checking to reduce TOD staff time in cleaning up the information provided.</p>
Business Value <i>(potential financial or time savings)</i>	<p>Huge time and resource efficiency; reduce or eliminate potential for errors in data entry and capture across different file formats currently used. Ensure timely response to requests for data and status reports from DBEDT Administrative Services Office, TOD Council and TOD agencies, Dept of Budget & Finance, and legislators.</p>

<p>Success Scenario <i>(how you know a solution is working)</i></p>	<ol style="list-style-type: none"> 1. Staff is able to generate reports on predefined templates (1 report sample) 2. Project managers can input project information in an application that staff can import into database 3. Certain information formatted in a uniform matter and matches desired data format of field type in database 4. Inputted data is spell-checked 5. Initial fields for application: Project ID, Agency, TOD Station/Area, Project name, Area (Acres), Project location, Tax Map Key Numbers (if any), Project Phase, Project Status—narrative (memo format), Update Date, Agency contact name and email address 6. Admin will be able to add fields as needed
<p>To be completed by the HACC Planning Committee</p>	
<p>Community/Industry Data Available</p>	
<p>Potential Community/Industry Co-Sponsors</p>	