

Project Kickoff Task List

This page provides a task list when **starting a CommCare project**, and these tasks are derived from the implementation plan included in the scope of work. For each task, there is a sub task and relevant artifacts. *NOTE: These artifacts/link/documents are templates & references only and specific project documentation created from these resources should be moved to the "Project Documentation" section of the project space.*

Primary Tasks	Completed? ("X" = done)	Sub Tasks	Artifacts, Links, or Relevant Information (Templates & References ONLY)
1.Review CommCare background materials			
		Review CommCareHQ.org website	Reference: www.commcarehq.org/home
		Watch CommCare demo videos	Reference Videos: <ul style="list-style-type: none"> • CommCare J2ME (multimedia), • CommCareODK, • Partner video on their CommCare project
		Briefly review the CommCare FAQ	Reference: CommCare FAQs
		Sign up for CommCare - Users free, ongoing support group comprised of other implementers	Reference: CommCare Users Forum
		Orientation meeting	
2.Design application content & translation (in Excel)			
		Review any paper artifacts or relevant health content for the CommCare application	
		Create high level diagram of application structure	
		Review excel template with example for describing health content of CommCare module - prior to call	Application Content Excel (Template) ; Reference: EXAMPLE Safe Pregnancy Excel Content
		Understand all language requirements (local languages)	
		Schedule a call to discuss CommCare, process for specing and iterating on prototype, and next steps	
		Schedule a 1-3 day session of remote collaboration to spec out application. Output is completed excel spec.	
		Create 1st version of prototype application for demo	
		SHOWCASE 1: Schedule demo of application to relevant stakeholders	For J2ME, Nokia Emulator For CCODK, Android Screen Capture
		Incorporate feedback of demo and make adjustments to application and protocol documentation	
		Export "Bulk Translations" file from CCHQ	
		Send application content to translator	
		Create final draft of application prototype demo	
		SHOWCASE 2: Schedule demo of application to relevant stakeholders	For J2ME, Nokia Emulator For CCODK, Android Screen Capture
		Incorporate feedback into final application prototype (application prototype ready for refinement & iteration stage)	
3. Procure phones and SIM cards			
		Identify phone procurement plan (searching the 'commcare-fellows' googlegroup is a good place to learn about phone recommendations and limitations)	Reference: Recommended Phones and Choosing a Phone
		Understand need for SD cards.	
		Place order for phones and related accessories (e.g. SD cards)	
		Identify network provider	
		Coordinate purchase of SIM Cards	

		Phones on the ground (at each site) before on-site application iteration	
4. Understand the Multimedia requirement and design			
		Review our strategy for how we want to use multimedia	Reference: Project Phone Management
		If images are to be used, then come up with list of needed images.	
		If audio is to be used, then come up with list of needed audio images.	
5. Identify refinement group of CHWs			
		Identify 2-3 CHWs to participate in the application refinement and iteration phase	