Build your own database cohort

INTRODUCTION SESSION

DATAWISE LONDON

Our mission at Datawise London is to help unlock the value of data

superhighways
harnessing **technology** for **community** benefit

DataKind UK

london plus

hear
humanity. equality. rights.

COALITION
— FOR EFFICIENCY —

Makerble

DISCOVER. LEARN. ANALYSE. SHAPE. REPEAT

https://datawise.london

What's the purpose of today's session

To talk through the goals of the programme

Gauge whether we have enough interest to run the programme

Share what you're currently doing and the problems you're facing

To discuss the proposed outline & timings

To give you a chance to ask questions and explore whether you think it might be the right solution for you

To warn you that this is a trial programme!

What are you currently using & what issues are you facing?

Zoom Poll

Drawbacks with using spreadsheets to manage data

✓ Hard to keep data neat

✓ Linking data between sheets requires formulas or queries

✓ Difficult to protect the format when you have multiple users

✓ No audit trail – you can't see who's changed what

✓ Easy to make mistakes

✓ Difficult to partition data so users see just their own data

✓ It's easy to end up with multiple spreadsheets as people download copies/create their own.

Why do I need an online database?

✓Single source of truth – everyone always updates and uses data in one place

✓Easy to cross reference and report on data

✓Secure & backed up

✓Accessible from anywhere (on anything!)

✓Less repetitive manual data entry

✓Audit trail – see who's done what & when

✓Access permissions – make sure people only see what they need to see

Why build your own?

✓ Anyone can build a database with the new no-code platforms - You don't need any technical skills

✓ You can customise it to your ever-changing needs

✓ You are not dependent on a software developer if you want to make any changes

✓ They tend to be lower cost to purchase – that's because the work's done by you!

✓ It's quick & easy to get something up and running

✓ This is probably going to be the future for data collection & management so why not upskill ahead of the curve!

What to bear in mind...

A build your own database requires a dedicated Administrator to:

✓Constantly upgrade and upskill

✓Evaluate changing requirements

✓Translate requirements into functionality

✓Set up user access

✓Training & Support

✓Day to day data management

✓Cascade Admin skills to create an internal knowledge base

✓Attend external user group to share learning

What are the cohort goals?

- Put together your requirements
- Clean & organise your data
- Learn what a relational database is
- Plan your database structure
- Build your own database
- Peer network to learn from & with during the cohort & beyond
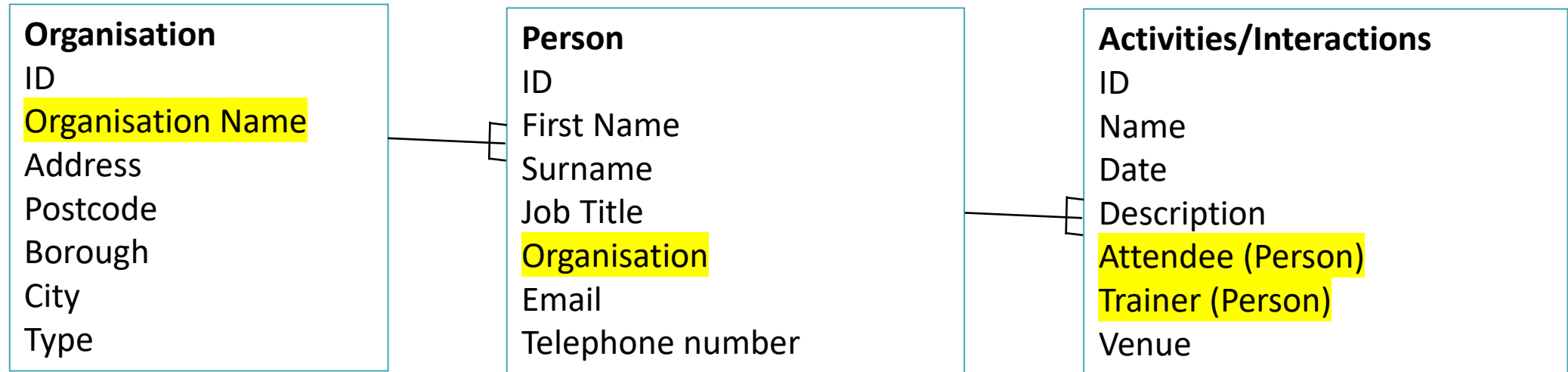
The database we will build...

A database can be as simple or complex as you want.

We'll help you set up a simple core database to record:

✓People (e.g. your clients & your staff/vols)
✓Organisations (e.g. your partners, your client organisations, your suppliers)
✓The interactions you have with them

A simple database design

Organisation
ID
Organisation Name
Address
Postcode
Borough
City
Type

Person
ID
First Name
Surname
Job Title
Organisation
Email
Telephone number

Activities/Interactions
ID
Name
Date
Description
Attendee (Person)
Trainer (Person)
Venue

The process we're going to follow

1. Scope	2. Plan	3. Specify	4. Prepare	5. Build	6. Test & train	7. Implement
Taking stock - what have we currently got?	**How are we going to approach it?**	**What do we need the database to do?**	**Get everything ready**	**Create the database**	**Put it to the test**	**Use it everyday**
What data do you collect? How do you collect & store it? What are the current problems with it?	How is the team going to handle having a new database – do you need to build on their skills & motivation? How will you involve everyone in your organisation?	What do you need your data for? • Service delivery? • Reporting? • Outcome measurement? Who's going to use? What data do you need to collect?	Creating a database model Cleaning your data	Building the database Importing the data Customising the user interface Setting up users	Testing & fine tuning User training	Full roll-out Ongoing user support Database maintenance Continuous improvement Cohort user group

Proposed Timings

16 weeks?

Start: Week of 10 January 2022?

2 hrs every week in the cohort online session?

2 hours (or more) every week working on your own time?

1 hour a month of 1 to 1 support?

Weekly 2 hour session format

Share
- Peer sharing

Learn
- Practical skills session

Practice
- Practice what you've learnt using sample data

Do
- Put your skills into practice on your own data

Each session will have a tangible output which will take you one step closer to having your database up and running

The cohort is free but what's the cost?

Your time	• We're saying 4 hours a week for 4 months. That's 64 hours or around 9 days. And that's just to get it built. You still need to train your team & provide support
The software	• They all have free versions but once you move beyond the basics you're going to want full paid licences
Your team's time	• They will need to commit time to learning a new programme and spend time discussing requirements with you
Ongoing time commitment from you	• You'll need to train new staff, dealing with user queries, tailor the system to new requirements, ensure your data is managed and maintained, learn new functionality as it comes on board

Some possible options

Approximate software cost for 3 users per year for full* licences:

£350
No additional cost for extra users
25% NFP discount for registered charities

[Knack video](#)

£720
Each additional user adds on another £240 per year
10% NFP discount for registered charities

[Zoho video](#)

£720
Each additional user adds on another £240 per year
NFP discount for registered charities

[Airtable video](#)

* Zoho Creator & Airtable both have free entry level versions which do a great job and might be enough

Thank you for Coming

info@superhighways.org.uk

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