

Instructions

InternetNZ is proud to have supported your initiative. The questions below help us understand the triumphs and challenges you have faced.

We want to celebrate your successes and understand the obstacles you have encountered. This will help us all to learn what we could do better in the future.

This report form will be placed on our website for transparency.

Please complete and submit this form no later than the date stipulated in your funding agreement. Email us at funding@internetnz.net.nz if you have any issues or need to arrange an alternative due date. You may not be eligible to apply for further grants from InternetNZ if this is not submitted. The completion of this form should be overseen by someone with an intimate knowledge of the funded initiative.

Final project report

*** indicates a required field**

Initiative title *

Com2Tech Evaluation Capabilities Development Project

Provide a short summary of the work that was completed as part of this initiative.

*

As stated in the half project report, we started with key contributors to the project attending some professional development with two end goals: 1) to learn more about what is involved in and contained within a Non-profit Business System and key points of focus. 2) Support Tools to enable Amy the Volunteer General Manager (GM) to go through the process of codifying the tacit knowledge e.g. skills, ideas, information and experiences that only she possessed (as the one who has been previously working on the ground floor throughout the growth of the organisation) into explicit knowledge held by and accessible to others within the organisation's Business system within the documentation of processes and procedures. This is an important step to enable the GM to delegate low value tasks and ensure the sustainability and longevity of our programmes and organisation. We then found ourselves with 2 (funded) employees. Both had accessibility challenges, and were after work experience, so they were not without their challenges. One IT trained staff member started researching current business systems and applications that could work with our in our google workspace to create a comprehensive. While the other supported the running of Programme sessions and took over most community hardware tasks for a few months.

Evaluating our organisational and Business systems came next. Researching and developing the system that will enable automation, easy access to information. Holding information for induction, onboarding and training. Collecting programme information and automating the Creating a base system, finding and connecting add ons and apps. Connecting its parts to form a cohesive system for collecting information/storing information/and then propagating enrolment and evaluation information into usable forms to be readily available for reporting to different stakeholders. We have also had our IT support person assessing how our system works comparatively to similar paid products such as Microsoft 365.

Finally we have already been talking with and supporting other non-profits and groups using google systems (at least 5) with what we have learned throughout this process.

Digital Inclusion Grant 2021/22

2021/22 Final report

Application No. DI000342021_22 From Mrs Amy Souquet

Form Submitted 18 Jun 2023, 9:45PM NZST

Is this initiative complete? *

Yes No

If your initiative is still in progress, select "no."

When do you anticipate that your initiative will be completed?

Must be a date.

Leave blank if this is an ongoing initiative or if the finish date is unknown.

Are there any areas where you need further support to complete this initiative?

We have attained some funding to support more volunteers to run some of the community programmes usually run by the GM over the next year. But of course there are always more projects and programmes in the works to support digital inclusion for Dunedin communities. We are also working alongside the Dunedin MinEdu and schools to support the development of Equitable training programmes into Digitech Pathways so there is always room for more project funding and connections.

What are the outcomes of this initiative? *

-Enhanced wellbeing for Com2tech Staff and Volunteers as we are able to give them back some time to balance work/life and focus more on achieving their own goals for volunteering than doing paperwork.

-Updated policies and procedures and created those we could not find throughout the process.

Old information collected from many growth-jumbled sources of information upda into one cohesive system.

-Greater organisational Sustainability through the transference of tacit knowledge into the system as processes and procedures that other stakeholders can then utilise to recreate tasks and run programmes and projects.

-The ability to work with our GeeBiz System and find ways to support other non-profit organisations with the knowledge we have learned.

Consider the impact of your initiative or major achievements.

Who did you work with to make this initiative happen? *

Staff, Volunteers, IT support specialists, Evaluation Specialist, Workbridge Dunedin, MSD.

For example, staff, volunteers, other organisations or support that has helped make this happen.

What did you and your team learn as a result of doing this initiative? *

The task of getting all of the organisation's IP out of the GM's head is a long and arduous one that is ongoing, but is making progress through the process of creating all the documentation that is now in the process of populating the new GeeBizSystem framework. As we went through the task of transferring Programme and Organisational information from multiple places into the new system storage, we found many documents needing updated, rewritten and replaced. So this is ongoing, but with the addition of our new friend Chat to the team (as in Chat GPT, we are on first name basis now) for policy and document structure help, we have been finding it easier to fill in the organisational details to fill the gaps in Chat's knowledge than research and write everything from scratch. This will be an ongoing process of updating and refining the information within the system. We have made the system flexible enough to add in and delete, new and old programmes and projects. Also to

Digital Inclusion Grant 2021/22

2021/22 Final report

Application No. DI000342021_22 From Mrs Amy Souquet

Form Submitted 18 Jun 2023, 9:45PM NZST

change access permissions to information as staff and volunteers change.

Describe any insights that may be useful to others working towards digital equity.

How will you share the outcomes and lessons from this initiative? *

We have already started sharing the systems knowledge we have learned within this project with other non-profit groups that have asked for advice using their gmail or google workspaces. We have set up google sites as a part of our systems to get information out to our various stakeholders both internal and external that have sharing capabilities. We have also started creating a Com2Tech Induction site, to explain the inner workings of our systems and how we are getting all the apps and addons to link to our google central google workspace.

What channels/mediums will be used so that this initiative can inform future projects for yourself and others.

Which population group/s were affected by this project or program? *

Universal (no particular population)

Please choose only the group/s that were at the very core of this project/program.

Share your evaluation plan and any supporting documents you feel appropriate, that will help us to better understand your initiative.

For example survey results or feedback, annual report, summary to the board or any visual or audio representations of your work.

Remember this report will be placed on our website for transparency.

Upload files:

Filename: Com2Tech Project INZ Evaluation Documents.pdf

File size: 174.8 kB

Upload files:

No files have been uploaded

Upload files:

No files have been uploaded

Provide additional details:

In the next week we will have our yearly Charities report filed for 2023 financial year. We will also have a Half-yearly Programme activity report out before Wednesday that we will have up on our website shortly and will also forward to Ciara for those interested.

We are also happy to share a link to our GeeBiz System (Gee as in Google, Biz as in Business) Induction site, for anyone interested in our work with the system.

Let us know if anything you have shared is confidential or can be used to promote this work.

Remember this report will be placed on our website for transparency unless otherwise requested.

What (if anything) have you changed in your approach and practices? Explain why this was necessary?

We have used this process to create change and grow to start following many practices that were very lax due to previous time constraints and untidy systems. Setting up automation of some tasks helps reduce tasks. Also having procedures to follow to enter new information

Digital Inclusion Grant 2021/22

2021/22 Final report

Application No. DI000342021_22 From Mrs Amy Souquet

Form Submitted 18 Jun 2023, 9:45PM NZST

into the system is helping reduce tasks left until later and left on the desk.

This project has come at an opportune time as it has also enabled our GM to let others run some of her programme load and take over some duties, trying to work less hours and try to attain balance. This has been especially needed since she has still been recovering from Long COVID and the residual exhaustion from that is still affecting her.

This information may help inform others undertaking similar work.

Financial report

*** indicates a required field**

Project income and expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Use the 'Notes' column to provide any additional information you think we should be aware of.

Income Description	Income type	Confirmed funding?	Income amount (\$)	Notes
Internet NZ Grant	Philanthropic grants	Confirmed *	\$17,250.00	
MSD Funding	Government grants	Confirmed	\$21,102.63	Minimum-wage 2 contracted part-time staff*
General Donation	Donations	Confirmed	\$3,223.32	Donation toward Staff Wages

Expenditure description	Expenditure type	Expenditure amount (\$)	Notes
Printing and Stationary	Overheads	\$1,255.20	Printer cartridges, paper pens, postits for evaluation
Salaries	Salaries and wages	\$32,461.40	Including Top Ups to Living-wage 2 short-term part time staff and Kiwisaver *
Professional Development	Evaluation	\$638.00	Accidental techie, Do Good Jobs, other training documents
Subscriptions	Infrastructure and/or hardware	\$200.00	Internet server needs

Digital Inclusion Grant 2021/22

2021/22 Final report

Application No. DI000342021_22 From Mrs Amy Souquet

Form Submitted 18 Jun 2023, 9:45PM NZST

Travel -National	Other expenditure	\$567.71	2 Volunteers to Wellington for InternetNZ meetup in December
Volunteer Koha	Overheads	\$2,231.50	for Volunteers Running Sessions otherwise run by Volunteer GM
Project Contractors and Volunteer cost reimbursements	Overheads	\$3,895.28	Contractor Reimbursements for expenses

Income and Expenditure Totals

Total income amount

\$41,575.95

This number/amount is calculated.

Total expenditure amount

\$41,249.09

This number/amount is calculated.

Income - expenditure

\$326.86

This number/amount is calculated.

Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:

Our Intended Budget was not followed due to unexpected incomes added for the project and the reduced costs created by utilising free business tools in our project.

Feedback

You are almost at the end of your final report. Before submitting, please take a few moments to provide some feedback.

Please indicate how you found the acquittal process:

Very easy Easy Neutral Difficult Very Difficult

How many minutes in total did it take you to complete this form?

300

Estimate in minutes (i.e. 1 hour = 60 minutes)

Provide us with any feedback you have from learning about evaluation.

Evaluation is an ongoing process that is easier when you have the tools available to collect the information needed for the evaluation outcomes along the way, instead of having to collect information in hindsight. We are fully grateful for the funding we received for this project. As it afforded us the time to follow this process and the push of accountability for that funding that made this process a priority activity for us and our organisation to undergo. Had we not have ventured into this journey we would not have been prepared for when our GM caught COVID and needed someone else to be responsible for the running of

Digital Inclusion Grant 2021/22

2021/22 Final report

Application No. DI000342021_22 From Mrs Amy Souquet

Form Submitted 18 Jun 2023, 9:45PM NZST

programmes, in order to reduce stress while in the process of recovering.

For example, feedback on the evaluation toolkit, or the impact evaluation planning had on this initiative or your organisation.

InternetNZ is a membership organisation. Would you be interested in hearing more about becoming a member?

Yes please No thanks I am already a member