

## **Mapua and Districts Community Residents Association**

### **The Project;**

To capture by scanning images of a number of A4 hard copy documents, ready for inclusion into MDCA computer system.

### **The Project brief;**

The MDCA has a number of A4 hard copies of reports, correspondence relating to past meetings, reports and correspondence.

These are contained within 2 cardboard boxes, similar to boxes containing reams of paper.

These documents are to be individually assessed, digitised, and placed within the MDCA computer data system.

A project coordinator (yet to be nominated) will coordinate the project, assist in file and image naming conventions as well as be first point of call for assistance.

### **The project is to;**

- ❖ Inspect each piece of paper
- ❖ Assess need for capturing this paper, for example has the data been previously captured or contained within other captured reports.
- ❖ Using electronic data capture, scan paper, ensuring image is clear, readable and includes all of the data on that page.
- ❖ Using a naming protocol (yet to be determined) that will readily identify contents of scanned image.
- ❖ Place images into folders (yet to be determined) for future access.
- ❖ Place images onto USB stick

### **Project timeline;**

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| ➤ Draft procedure                                  | Jan 2020  |
| ➤ Obtain acceptance from MDCA Exec                 | Feb 2020  |
| ➤ Seek funding from Rata Foundation                | Feb 2020  |
| ➤ Call for offers of services from local residents |           |
| ➤ Review applicants and promote most suitable      |           |
| ➤ Commence scanning of images                      |           |
| ➤ Place into folders on USB stick                  | July 2020 |
| ➤ Incorporate into MDCA computer system            | Aug 2020  |