

Workshop 1 Summary Notes: 11 April 2025

Key Challenges Identified

Data Fragmentation & Duplication

- Multiple teams collect overlapping data, leading to inefficiencies.
- Vendor restrictions on access to raw data (e.g., library systems).
- Heavy reliance on manual processes and paper-based systems.

Data Quality & Accessibility

- Inconsistent formats and errors in spreadsheets.
- Limited integration between systems (e.g., authentication, wellness tracking).
- Storage on OneDrive lacks structure for analytics.

Immediate Needs Identified:

- Needs accurate student numbers and multifactor authentication.
- Requires demographic/health data to track service usage trends.
- Needs centralised data on room assignments, accommodations, and support staff.

Actionable Next Steps

Short-term (July 2025)	Medium-term (Sept. 2025)	Long-term (Jan-2026)
Standardise Data Collection: Replace manual/scanned processes with a unified digital form (e.g., Google Forms/MS Forms) linked to a central database. Agree on common data fields (e.g., student ID, faculty, study level) across departments. Centralised Student Information Application: Core feature: Merge Excel/CSV uploads with existing student data	Vendor Negotiations: Engage vendors (e.g., library software providers) to negotiate API access or raw data exports. Pilot Centralised Dashboard Data Governance Framework: Draft clear protocols for data access (who can view/edit) and audit logs for requests.	Integrate Systems Work with IT Migrate from OneDrive to a structured database (SQL/SharePoint).