

Automating Data Collection for Occupational Therapy Accreditation Report

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Problem Statement

The Assistant Professor of the Occupation Therapy (OT) department is responsible for generating the accreditation report that must be submitted to the accrediting body for occupational therapy programs. There is no department standard to simplify the reporting process. The lack of a standardized process forces the reporter to spend an estimated 40 hours producing this report. The report must be generated using Excel: other tools are superfluous.

What we were given...

- 3 cohorts of data
- Cohort class size range: 24-32
- 19 tabs of data
- 700+ columns of data for each cohort

Constraints

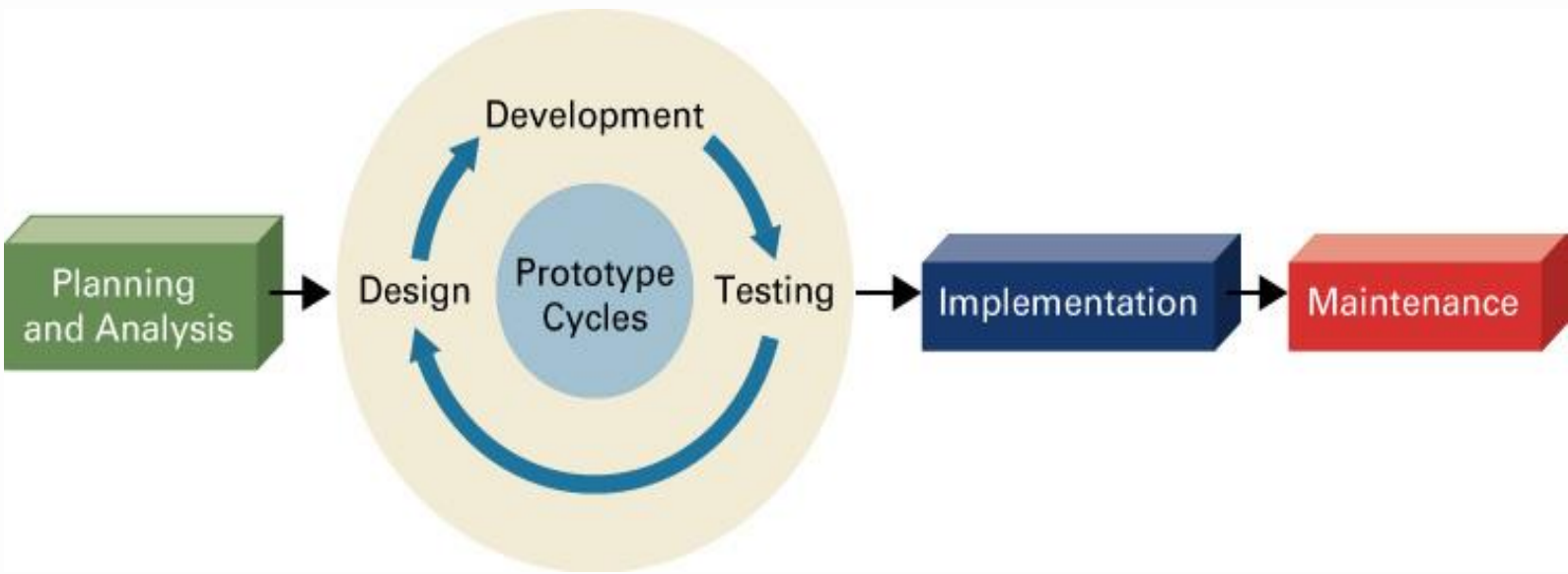
Scope Ambiguous deliverable

Time Duration of the project

Interphase Design platform: Excel

Methods

- System Validation Techniques
- Rapid Application Development (RAD)
- System Integrations Test and Evaluation (SITE)
- System Integration Techniques



RAD Process Chart

The screenshot shows a highly complex Excel spreadsheet with numerous columns and rows. The tabs at the bottom include 'Averages', 'ExamAverages', 'PracticalAverages', 'WrittenAverages', 'OTDS5000', 'OTDS5050', 'OTDS110', 'OTDS250', 'OTDS280', 'OTDS300', 'OTDS310', 'OTDS400', and '+'. The data is organized into a grid with many columns, some of which are highlighted in red and yellow.

Screenshot of Original Product

The screenshot shows a simplified and automated version of the Excel spreadsheet. The interface includes a ribbon with 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', and 'Help'. The 'Insert' tab is active, showing options for 'PivotTable', 'Recommended PivotTables', 'Table', 'Pictures', 'Shapes', 'Icons', 'Models', 'SmartArt', and 'Screenshot'. The data is organized into a grid with columns labeled 'First Name', 'Last Name', 'Exam 1', 'Exam 2', 'Exam 3', 'Final Exam', 'Total', and 'Average'. The 'Total' column is highlighted in yellow.

Screenshot of Final Product

Results

- Reduction in man hours from 40 hours to 5
- Standardized system integrable across multiple years
- Decrease chance of user error
- Share workload across departments, moving from one professor to multiple

Conclusions

Standardized Excel recording system reduces time required for accreditation report creation from 40 hours to 5 hours. Shared workload allows time to be spread among several faculty members.

