**Progress Report: Improving Program Tracking and**

**Reporting at the Daniel Centers**

**Report Purpose**
The Resource Development and External Relations (RD/ER) Coordinator and program mangers need a system for sharing timely information, including promotional materials, participant tracking and feedback. The right system will need to be quick and easy to use, low cost, and include built-in reminders.

**Report Significance**
If the Daniel Centers had a uniform system for sharing program information, messaging for promotional materials would be stronger, and grant proposals and reports would be more persuasive. Program managers are passionate about their work; an information sharing system could expand program reach, and increase funding and partnership opportunities.

**Report Audience**

• Program Managers at the Daniel Centers:

• Education: Michal Yariv

• Community: Yael Levi

• Ceremonies/Conversion: Galina Saban

• General Manager: Einat Weiss

**Work Completed**

• Research outline informed by decision tree
• Interviews have been scheduled with the each of the program managers, the Daniel Centers’ General Manager, and Lee Wilson, a nonprofit professional
• Initial secondary research via Facebook groups, blogs, and online industry journals

**Research Plan and Timeline:**

February 24 – March 1:

• Information sharing systems commonly used in nonprofits: 1) online searches for relevant blog posts, professional websites, and other publications 2) Facebook groups for nonprofit professionals; search history and/or create posts/surveys to gather suggestions
• Privacy and legal issues in sharing participant information: professional marketing publications
• How to effectively and sensitively propose changes at nonprofit organizations: blogs, nonprofit journals, Facebook/LinkedIn groups, informational interviews with nonprofit professionals
• Informational interviews with primary sources (Daniel Centers’ program managers and General Manager; Lee Wilson, nonprofit professional): meetings have been scheduled through March 8 (See attached interview questions)

**March 3 – 8:** Cost/benefit analysis and summary of top three suggested programs/systems; consider how to visually present findings (chart/info graphics)

**March 15:** Draft – formal report due

**March 17:** Peer review of draft due

**March 18 – April 8:** adjust formal report following peer review; may include conducting additional primary or secondary research

**April 10:** Formal report due

**Conclusion**

Preliminary data has been gathered. Program managers and the General Manager are aware of the research project, and understand the need to implement a better system. Thank you for reviewing my progress report. I look forward to continuing my research.