

UNIVERSITY OF CARTAGENA

Fundación un Futuro, una Esperanza:

Data digitization and systematization for productivity and dynamism

By

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Presented to

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ACKNOWLEDGEMENT

First of all, I want to thank God, my guide and faithful companion. My parents, with whom I will always feel in debt because, with sacrifice and hard work they helped me to reach the end of this stage that culminates soon. I also want to thank my boyfriend who held my hand whenever I felt that I should abandon the path that I once decided to undertake and, finally, I would like to thank certain university colleagues whom I consider friends, because, working as a team, getting up when we fell and pushing each other, we managed to get ahead and succeed.

ABSTRACT

This paper detects, studies and analyzes the problem of lack of effective digital tools for the correct administration and operation of the entity, which can negatively affect the continuity at Un Futuro, Una Esperanza foundation's social work processes. It also proposes innovative and lasting solutions for the well-being of the worker facilitating the optimal conclusion of their work activities and promoting prioritization, programming and planning, which causes the reduction of negative effects of the lack of correct working tools.

RESUMEN

El presente trabajo detecta, estudia y analiza la problemática de falta de herramientas digitales efectivas para la correcta administración y operación de la entidad, lo cual puede afectar negativamente la continuidad en los procesos del trabajo social de la fundación Un Futuro, Una Esperanza. Además propone soluciones innovadoras y duraderas para el bienestar del trabajador facilitando la conclusión óptima de sus actividades laborales y promocionando la priorización, programación y planificación, lo cual provoca la reducción de efectos negativos de la falta de herramientas de trabajo correctas.

INTRODUCTION

These last eight months I had the opportunity to successfully complete my professional internship at Un Futuro, Una Esperanza Foundation, located at Olaya Herrera neighborhood, El Progreso sector at Cartagena de Indias, Colombia.

This written report briefly recounts my passage through this foundation, the lessons learned, the significant experiences, the relationships I have established and especially, the triumph of finishing this stage of my life and the pride that I feel to be able to do it in an organization that has meant and represents a lot for me both professionally and personally, and by the way, I deeply appreciate the opportunity to allow me to grow in the area of social work and empathy.

Un Futuro, una Esperanza Foundation seeks the comprehensive protection of the rights of early childhood, children and adolescents, recognizes and knows the needs of each to provide the necessary assistance (food, emotional, medical and psychological support). Integrating child care services refers to the articulation of questions as why and how of the services offered, considering the specific condition of each child (Mihaela Ionescu, 2015), this quote applies perfectly to the main objective of the foundation from its beginnings until today (objective for which I have become deeply passionate the last months) and implies a better quality when doing work and volunteering with early childhood.

Efficiency in social work and the passion of volunteering to do a greater good to the city's children and adolescents is what allows foundations like this to remain and build a better future for society.

Context

Un Futuro, una Esperanza Foundation was born in 2007, this foundation began as a small group of 7 people (between social workers and communicators) who detected a great need to cultivate culture and values in children from an early age in the less privileged neighborhoods of Cartagena, This foundation of 15 years of work began its social functions at Olaya Herrera neighborhood (this due to connections with people close to that neighborhood) through short talks about certain values, snacks and dynamic activities for children in that neighborhood. This working group became increasingly recognized in the neighborhood which gave them a good reputation and the trust of the parents of the children attending the events held.

In 2010 they acquired a property at Olaya Herrera neighborhood which they prepared for events and projects and which, with the help of donations from the community, managed to provide educational resources for children such as books, tables, chairs, toys, colors and many more tools to stimulate children's imagination. After two years of hard work with the local child community, they informally acquired the name 'Fundación Fe', This foundation continued its social work under this name for about two years and kept afloat thanks to the donations received and the realization of activities to raise funds.

It was in 2014 when the foundation was finally legally constituted, the non-profit entity was legalized under a new name, 'Fundación Un Futuro, una Esperanza'. They saw the need to legally constitute the foundation because this was and currently remains a primary requirement for networking with juridical persons and organizations and benefit from government and larger organizations to provide better opportunities for children in the community.

This allowed them to receive support, didactic resources and training that, at the time, were necessary and very useful to restructure the entity, improve the work team through socio-educational tools, Focus on a clear goal and start setting short-, medium- and long-term goals.

Thanks to the support the foundation received from the Colombian government after being legally constituted, the organization managed to expand to other vulnerable areas of the city of Cartagena and start working for children and adolescents in situations of extreme poverty, limited education or complicated family situations by doing emotion management workshops, important values in the family, Entrepreneurship workshops for teenagers and donations of food baskets for the families of children and youth benefited by Un Futuro, una Esperanza Foundation. In 2016 the non-profit organization began working on a program for women heads of household in which entrepreneurship workshops taught by professionals in the subject, and they would be taught how to manage and save money correctly, In addition to donating food for these women and their families and providing them with emotional help and psychological support constantly and whenever required.

Currently, the foundation has grown and expanded so much that it has managed to project itself to reach and positively impact many more communities than in its beginnings when there were only 7 people with the dream of a city that respects and enforces the rights of children, and have boosted the social work of both this city and some neighboring towns and other cities. The foundation works with children, adolescents and young people between the ages of 2 and 18, in a situation of vulnerability and social problems such as: conflicts between gangs, micro-trafficking, poverty, abandonment, low resources, violence against women, physical, verbal and psychological abuse.

Although this foundation operates as a community-based organization at Olaya Herrera neighborhood, it has also worked bringing aid and campaigning to children in neighborhoods such as Villa Corelca, Isla de León, Pozón and Nuevo Paraíso; places around Cartagena such as Gambote, Arjona and other departments such as Cauca, have been made different activities between Christmas gifts, teachings of values, mental health workshops and food campaigns.

Internship place information

Mission: To form integral children and youth through sport, play, culture and recreation, in order to forge leaders, able to contribute to the development of their community.

Vision: Be recognized as one of the main foundations of Cartagena in training children and young leaders to transform and benefit society through culture, education and entrepreneurship.

Values

- **Commitment:** Every day we strive to fulfill our mission, witnessing the transformation that takes place, not only in children, being them the main beneficiaries, but in the community in general, families, vulnerable neighborhoods and the city in general.
- **Solidarity:** We recognize that it is only through mutual help that human beings have managed to prevail and overcome the most difficult moments. It is the union of forces that leads us to achieve these objectives.

- **Respect:** We are fully convinced that all human beings should be treated in a friendly manner, should seek to do their best for them when they require us, assert their rights and work to provide them with tools to create a better future.
- **Honesty:** We seek to be loyal to our principles, faithful to the beliefs that have allowed us to build our history and earn the trust of the families of the children we protect and act with transparency at all times and in all areas.

Specific objectives

- Provide recreational, sports and artistic activities to minors, discovering skills and making good use of their free time.
- Give empowerment talks for women.
- Encourage the habit of reading.
- Raise awareness about citizen skills.
- Promote values for peace.
- Encourage teamwork.
- Provide training for children and adolescents in the different arts and crafts that help develop the potential for the search for a future job.
- Implement campaigns against child abuse.

Current projects

- Children's Day: Activities with cultural objectives.
- Workshops on emotional intelligence.
- Playroom: Promotion of reading, fine motor skills and gross motor skills.

- Holiday week: Mid-year and end of year.
- OCC (Operation Christmas Child) and discipleship The great adventure.
- Bible study: Teaching the Word of God.
- Cultural project: Dance, music.
- Nutritional support: Calcium portion needed daily and lunches.
- Princess School: Promotion of women's empowerment from childhood.
- Activities, games and recreation: Camps, playful visits.
- Attention to the migrant.

Population

Children, adolescents and young people of both sexes between the ages of 2 and 18, in a situation of vulnerability, surrounded by various social problems such as: conflicts between gangs, micro-trafficking, poverty and, whose families suffer from various situations between family disintegration, parental abandonment, extreme poverty, gender violence and physical, verbal and psychological abuse.

Principles

The main and most important part of Un Futuro, Una Esperanza foundation, are our beneficiaries, so we commit ourselves to an honest, responsible, supportive and equitable work that is reflected in the construction and execution of all actions, activities, projects, programs, and plans, which are governed by moral and ethical principles, which must be applied, not only in the institution, but in the daily life of the managers, employees and volunteers of the organization.

- **Dignity:** We believe that every human being is worthy and unique, that we are equal before God and we must be equal before men, therefore, our entire team of collaborators and volunteers, they do their work with love and respect towards our beneficiaries and the general public without any discrimination.

- **Empowerment:** We train and promote integral development in vulnerable communities, so that they achieve autonomy. We do this supported by sport, culture, play and recreation, so that our children acquire the knowledge and tools necessary to be the drivers in the transformations of their environment.

- **Justice:** We seek that goods, services, opportunities and freedoms are distributed in an equitable manner, in order to achieve the social cohesion necessary to fulfill our mission.

Expectations

There was definitely no stranger moment for me than when I received the foundation email informing me that I had been accepted to do my internship in this entity. At first, I had a feeling of relief as I could not bear the uncertainty of not having a place of practice and not knowing what to do if I started my semester without a professional internship. Getting an internship place gave me too much relief and a sense of peace, however, seconds after the good news, my mind began to overwhelm and cloud me with an infinite number of unanswered questions, will I be capable enough? Will I live up to my duties? Will I be ready for this new stage of my life? What if I can't live up to my boss's expectations? ¿Will my mind play a trick on me?

At this point I decided to take control of my thoughts and remind myself that if I had been able to reach the end of my professional studies in a career that has required me to grow

in all areas of my life, I would also be able to start this new phase that will require from me a higher level of professionalism, problem solving, teamwork, rapid understanding and execution of my duties. I decided to put myself first and take the lead; I began to study my future position, investigate the possible functions that I would have within the entity and ask key questions to acquaintances who knew about social work and how a foundation that works with children and adolescents functions, what they do, working methodology, importance, connections with other entities, fundraising and donations.

After researching a little my role within the foundation I was very excited, not by my functions or position, but by the objective of the entity and the social work they exercise. Those who work in this foundation are passionate about creating a better future for children who have had a hard past; that definitely touched my heart and I decided that I wanted to be part, not only in the operational but also in volunteering whenever they allowed me. I decided to work out of passion for something that I considered an important movement for society and not just to get something in return or because it was a responsibility that I acquired and that I must fulfill, This also allowed me to broaden my knowledge of a field of which I did not have much information and to acquire a truly significant experience for my emotional, personal and professional fields. Definitely, on my first day of internship, I arrived at the foundation facilities with high expectations.

Internship supervisor and coworkers

My immediate boss and internship supervisor is the executive director at foundation Un Futuro, una Esperanza; her name is Paula Andrea Cruz Martínez, born in Cali, Colombia, a young single mother, decided to leave her hometown to start over and begin a new life, from the moment she arrived in Cartagena, went into the poorest and most vulnerable parts of

the city and noticed the precarious situation in which many children lived with the responsibility of playing an adult role, she realized that her vocation was to look after those children, their integrity and their rights.

She created a foundation at a high local and regional level with the support of relatives committed to rescuing and protecting the rights of children and was at the forefront of the responsibilities involved in starting a non-profit.

Among her current roles as executive director are: to contact potential donors interested in supporting the foundation financially, to be the main spokesperson of the foundation to make it known with other public or private entities, another of her functions is to devise and plan the projects that have been approved and that have passed through the respective filters in order to implement them in the foundation, additionally she coordinates the volunteer staff and subdivides the volunteer groups for each project that is carried out and, as a final function, to study the current problems of the community that they want to impact and make strategic alliances with other foundations to achieve the objective.

The relationship with my co-workers was excellent, the last months of internship were more bearable and less stressful thanks to the strong relationships I created in that place, I had the opportunity to share with interns from other universities in the city and some people who volunteer at the entity. These people were a great support for me in the academic and emotional field, there were times when I was overwhelmed by situations that I could not control and by functions that I did not know how to complete but, thanks to the teamwork and assertive communication I had with my boss and internship supervisor, I felt I was in a safe place with an excellent work environment where I could express myself when I had overwork or complicated situations with a particular area.

On the other hand, I always tried to be available to my coworkers as well as they were to me, to be helpful when I saw a coworker having a hard time with features that he didn't feel able to successfully complete, we try to maintain the good work environment and invent spontaneous moments of recreation to alleviate the overloads and responsibilities.

Role in the foundation

My position within Un Futuro, Una Esperanza Foundation is cultural manager, the main objective of my position is to develop processes that seek to protect, revitalize and enhance the cultural area of the foundation from artistic expressions or cultural manifestations in favor of social transformation and collective well-being. In my case, I had the opportunity to lead a cultural integration project that took 8 months to conclude, this project sought to promote culture in children through dance, music and acting, we give various workshops of body expression and acting to children in addition to typical dance classes, without neglecting emotional and psychological support with emotion management workshops, empathy and dialogue as a tool to manage anger.

To carry out these workshops of the cultural integration project and the final presentation of the project (musical play of the works of Rafael Pombo with typical Colombian dances), I had to fulfill my role efficiently. My duties included managing financial support, planning and scheduling workshops, supporting the foundation's public relations, fundraising, keep up-to-date budgetary control of the project and analyzing the creative and cultural sector in which the project is carried out.

My main function was to manage the donations with which we cover the expenses of the project (classes, snacks, costumes, psychological support, public services, transport, etc.) for this we contacted several international companies such as DOULOS (our main donor)

international organization with which I communicated directly, I had to make and send many documents such as resource requests, collection accounts, budget controls, activity schedules, and many more forms so that they could provide us with the necessary financial resources for each workshop and class. I usually had to communicate in English with DOULOS depending on who I contacted to make requests or resolve concerns, I also had to fill out some documents in both languages (English and Spanish).

Another of my functions was to manage the social networks and the website of the foundation, I had to make content for social networks (reels, photos, stories) and keep the networks up to date with the events, projects and workshops that the foundation was carrying out at that time, the main idea was to create an identity for the foundation, a defined format and so, grow social networks (Instagram and Facebook) and, therefore, getting donors and volunteers. For this it was necessary to actively participate in all events to take photos and videos, choose the best photos and videos, edit the content and upload the content to social media.

In addition to budgetary control and document tracking for donor companies, I also had manage a Google Drive folder for the donors in which I had to attach evidence such as photos, videos, attendance lists or collection accounts so that the donor company knew exactly how and in what the financial resources they donated were invested, this Drive had to be subdivided by activities, each activity had to have 3 folders, 1.attendance lists, 2.collection accounts and receipts of expenses and 3.evidences (photos and videos).

One function I occasionally performed was simultaneous translation, sometimes visits came to the foundation, these visitors are usually potential foreign donors (usually American) who wish to see the facilities and communities they will support before donating or providing financial aid, when these visits arrived, I should be at the foundation for the entire duration of

the visit and serve as a simultaneous translator, this function was one of my favorites, It gave me much more confidence in my English speaking and listening abilities and I was able to experience a new field where I could possibly focus on the future, simultaneous translation. Additionally, I had the opportunity to actively participate in the brainstorming to update the logo of the foundation, my boss asked me to participate because she liked everything I proposed in the work of social media content, my ideas were very well received and applied in the new logo, that made me feel very confident to contribute ideas and very proud of my abilities and creativity.

Strengths and weaknesses

I consider myself very good to work as a team and I like to help those who need it; whenever a colleague needs help in their duties or is late in delivering some advance, I am ready to offer help and collaborate in everything necessary. I can solve problems and propose solutions quickly, I have the ability to react and raise ideas when plans do not go as planned; a strength that I have consolidated lately is the confidence in myself to raise my point of view and opinion in a work team, when I started my internship it was not easy for me to raise my voice on certain occasions in which I did not find correct the decisions or work methodology chosen to work.

I have very well identified my weaknesses, they are aspects of me that I have been working for a long time and I hope to see the results of the effort made to overcome these weaknesses and be more efficient in the work environment. It is very difficult for me to trust my ideas or give them the importance that they should have, sometimes I end up discarding ideas that could have been useful and applicable in the work teams or in the organizational structure of my internship place. Also I am very insecure of the works that I have done, after

finishing some work, I start to wonder if I really did well, if I trained enough for such work, if I should review it once again and a thousand more questions that overwhelm me insanely, Which I must improve to make my work easier and more bearable.

PROBLEM STATEMENT

Data digitization and systematization for productivity and dynamism

Although it is true that the main engine of this organization, what drives and motivates them to continue this hard work for the community, are children, it is also true that the organization has focused too much on directing all its resources (time, effort, work, income) exclusively to its beneficiaries (children, adolescents and young people facing difficult social problems), leaving aside the operational and administrative part of the foundation, therefore, the entity has not focused on the systematization and digitization of data for ease of handling the information they have collected over the years.

As mentioned above, the foundation has 15 years looking after the community, providing help, talks, projects, events, food, toiletries and recreational, sports and artistic activities for children. The information collected in each of the projects carried out during these years of activity had never been collected, and systematized in a database, on the contrary, all this information is scattered, without organization, carried out manually in formats printed on sheets of paper.

However, the problems raised go beyond a non-existent database, the problems presented would be the negative effects of the lack of a database and digital tools in a foundation that requires constant review and updating of information, such as: Division of data of the children participants of the foundation by projects, new participants of each project, data of children of the nutritional program to make medical follow-up, data of those who receive food baskets and items of hygiene monthly, etc. One of my functions as a cultural manager was precisely that, to keep track and update the projects made, but this work was interfered with by the great amount of paperwork that had to be reviewed, organized and updated in writing manually, not only that it directly affects the non-profit organization by not

being able to quickly perform the functions, avoiding a greater flow of productivity and space for human error in the operational and administrative area of the organization.

Through analog data processing, we are open to making mistakes and not properly managing the stipulated time of certain activity, quoting Martinez (2012) This is the oldest process and involves the use of human resources such as mental calculations, recording data with pen and paper, sorting and sorting manually. This results in a slow and error-prone process throughout all stages or activities of the processing cycle. Finally the results are expressed in written form, creating large volumes of information and exposed to errors.

Normally, using the manual method it is inevitable to overlook certain relevant information, this does not allow for easy analysis of studied or classified data and may negatively affect the transparency of data processing and the categorisation of the information collected. (Acosta, 2005)

In the view of Pérez Serrano (1994) One disadvantage of manual control systems is that they can be very labor intensive. They require continuous monitoring to ensure that each data is included and that the information is kept in the appropriate categories. Sharing inventory information across the enterprise is also more difficult, as lack of computerization makes access to inventory a more cumbersome process. Time spent monitoring inventory levels could be used in more productive activities for the company.

Definitely, the human errors of writing and processing of data are the biggest inconvenience that I have detected in my internship place, taking into account the consequences that these problems brought with them in the work environment, it was not possible to complete certain tasks that we had stipulated to finish in a certain time, which caused my coworkers and I to have to dedicate moments that we had designated for other responsibilities in finding a certain document, organizing papers into folders, diligence and

archiving handmade documents, correction of data categorization or spelling errors by making the document by hand again, which interfered with the proper functioning and correct time management. Time management is a tool that allows one to manage and fully dispose of working time, avoiding as much as possible any interruption that contributes nothing to the objectives of the organization. (Mengual, Juárez, Sempere y Rodríguez, 2012)

The importance of systematizing lies not only in good time management, but also in boosting and promoting the effectiveness and efficiency of workers in the working environment, thus generating greater productivity. The discipline that generates the establishment of effectiveness and efficiency goals, results in a continuous increase in the productivity of a company, which is, by itself, a highly desirable objective, As Carlos Mejía (1998) Wrote.

These are the main reasons why it is necessary to put forward proposals to improve the problems established in this written report.

PROPOSAL FOR SOLUTION

In any area, and in this case, in the field of organizations that work for the social good, it is essential to have very well structured processes, processes that work optimally in each of its stages to achieve the best results. (Cloud Solutions, 2017) therefore, based on systematization, which is to create an overview of the organization and all its components and which seeks the ordering and classification of all types of data and information, under certain criteria, categories, relationships, etc.. (Guía Metodológica para la Sistematización de Experiencias, 2004) and also, based on digitization, which is the technological procedure by means of which an analog medium (analog or digital) is converted into a digital image (Guía para la digitalización de documentos UIS, 2015) and looking for rapid information processing, long-term data retention and improved services for a growing group of users/clients/employees by providing better access to the institution's resources in relation to continuing education and training (Espín, 2010) I have decided to propose to Un Futuro, Una Esperanza foundation the proposal to create a virtual database containing all the documents, lists, accounts and receipts of the foundation to improve productivity and dynamism in the operational area of that entity.

This proposal is presented in order to find failures, possible risks and new ways to optimize the data that the organization has to increase productivity. Because of this, the foundation needs to initiate digital data processing. The processing of data through computer programs represents an advantage in time, money and space as they yield immediate results. In this process, the ability of the human being to capture the data and process them according to some statistical parameter counts above all (Hernández, Fernández Baptista y Pilar 2006).

Due to financial issues, the foundation cannot invest in software and state-of-the-art technological programs, or hire any company to do such work, Therefore, the proposal

presented to the organization was to create a working team composed by some interns, employees and volunteers of the foundation with background knowledge of Microsoft Excel, Microsoft Word, Google Spreadsheets, Google Forms and Google Finance to digitize all information concerning attendance lists, documents, project history, collection accounts, payslips, etc., that in the first instance; as a second instance, systematize all previously digitized information using Google Drive to archive all data in folders divided by areas of the foundation; said Drive will be shared with collaborators and interns of certain areas of the entity giving the opportunity to edit, copy or share documents simultaneously while they are still available to all and, with the help of Google Calendar create a schedule of activities and projects, with the possibility to schedule reminders of meetings and deliveries.

Systematics is a quality of content analysis whereby the inclusion or exclusion of content in certain categories is made according to previously established rules and criteria. The systematization of information refers to the ordering and classification of all types of data and information, under certain criteria, categories, relationships, etc. Its most widespread materialization is the creation of databases. Pérez Serrano (1994)

The database that will be created for Un Futuro, Una Esperanza will be available through Google Drive, the link of the Drive will be sent to workers to have access to this, within the Drive different folders will be available for each area that requires documentation files, in the case of the foundation, will be the following: Main information of the foundation, finances, projects, beneficiary data, social assistance history, alliances and trainings. Within some of these main folders you will find subfolders where internal information corresponding to each main folder will be divided (depending on if needed). In this way, the organization and synthesis of information will be prioritized, allowing collaborators and practitioners of the foundation to better manage the data of their respective areas of work. Fulfilling the objective set out above that is to promote greater efficiency, productivity, dynamism, work

order and facilities and provide tools that contribute to the good management of operational and administrative areas creating direct benefits for the foundation, the children to whom the entity benefits and, indirectly and long, to the local community.

IMPLEMENTATION OF PLANS / INTERVENTIONS

In the first instance I formally presented the proposal to my internship supervisor who is also the executive director of the foundation, in a word document I created the proposal. In this document you can see an overview of what will be the project once it is implemented, here I appended the name of the project, a short description of how to carry out the project, the tools that we can use and how to take advantage of them, is also included the objective of the project that speaks briefly of the problem that you want to attack, we also find the opportunities, in this space we find the advantages that we have with which we can eradicate the problem, finally we can find the proposed solution and the action plan that is expected to implement. (Attached evidence, project proposal, pag 25)

PROPUESTA DE PROYECTO		Abrianna Nieves 07 de septiembre 2022 Gestor Cultural
TÍTULO DEL PROYECTO		
Digitalización y sistematización de datos para productividad y dinamismo		
DESCRIPCIÓN		
La Fundación Un Futuro, Una Esperanza requiere de tecnologías inteligentes digitales para crear una base de datos con toda la información referente a la entidad, el archivo de datos de manera análoga permite posibles errores en redacción o cálculo, razón por la cual es menester implementar tecnologías digitales para comenzar el proceso de digitalización y sistematización de todos los documentos existentes de la fundación para luego archivar, dividir y categorizar en carpetas la información digitalizada.		
OBJETIVO		
La Fundación Un Futuro, Una Esperanza necesita de una base de datos funcional y fácil de usar para promover el orden, la eficiencia y la productividad para con sus voluntarios, practicantes y colaboradores. Eficiencia: Se requiere la base de datos para que sus colaboradores puedan trabajar de manera más excelente. Productividad: Más facilidad de trabajo produce mayor rendimiento.		
OPORTUNIDAD		
La fundación Un Futuro, Una Esperanza tiene la oportunidad de contar y trabajar con Softwares y programas gratuitos como Microsoft y las aplicaciones de Google para crear una base de datos funcional sin necesidad de invertir en softwares costosos.		
SOLUCIÓN		
Como colaborador activo de la fundación Un Futuro, Una Esperanza, comprendo el funcionamiento y he tenido la oportunidad de reunir la información pertinente para solucionar la problemática planteada con la ayuda de fuentes de investigación anteriormente analizadas. Además, junto con otros practicantes tenemos conocimientos básicos previos en Microsoft Excel, Microsoft Word y Google lo cual nos permitiría completar el proceso de digitalización y sistematización exitosamente.		

After the proposal was approved, I decided to present the proposal to certain co-workers informally, this in order to create a work team that will be formalized at the first meeting of the project, this group of people are interns of the foundation, each from a different area, all of them knowledgeable of basic work software like Excel and Word. I told them the possible solution and the work process.

We held our first formal meeting regarding the digitization and systematization project of the foundation, this meeting was held on September 19 at 9:30 am and was attended by all those involved, one intern per area and the executive director of the organization, this would be the work team that will be counted to execute the project successfully. As it was said before, all interns have basic knowledge in technology which allowed us to create a work plan based on such knowledge (some of them have SENA and other Online courses on Microsoft) several issues were discussed regarding work strategies, innovative ideas, possible solutions, tools that could be useful and, as agreed at that meeting. (Attached evidence, meeting minutes, pag 27)



Minutas de la reunión

Llamada al orden

La reunión por motivo de socialización del proyecto *Digitalización y Sistematización de datos para Productividad y Dinamismo* tuvo lugar en las instalaciones de Fundación Un Futuro, una Esperanza en barrio Olaya Herrera, Sector El Progreso el 19 de septiembre del 2022. La reunión inició a las 9:30 am y finalizó a las 10:30 am.

Asistentes

- Paula Cruz Martínez - Director ejecutivo
- Abrianna Nieves - Gestor cultural – practicante
- Sary Berrio – Practicante área proyectos
- Yorlis Suevis – Practicante área alianzas estratégicas
- Adriana Rebolledo – Practicante área finanzas
- Yerlis Blanquicet – Practicante área capacitaciones
- Eliana Ellez – Practicante área ayuda social

Aprobación de las minutas

Fue presentado, revisado y aprobado el **proyecto *Digitalización y Sistematización de Datos para Productividad y Dinamismo*** propuesto por Abrianna Nieves, practicante y gestor cultural de la entidad, en dicha reunión se distribuyeron las funciones de cada persona, se acordó fecha para entrega de adelantos de las responsabilidades establecidas el 28 de septiembre del 2022 y se acordó la fecha de la próxima reunión el 3 de octubre para discutir el proceso y progreso para concluir exitosamente el proyecto.

Asuntos pendientes

Entrega de adelantos de responsabilidades establecidas y realización de próxima reunión para aprobar el trabajo realizado.



Director ejecutivo

19/09/2022

Fecha de aprobación

The next step was to start the digitization process, we created subgroups of work that will work by areas or dependencies of the foundation (finance, projects, etc.) each subgroup would be responsible for a certain number of documents and would work on the documents in the most relevant programme, in the case of tables, graphs, attendance lists, resource requests, etc, Microsoft Excel will be used and in case of letters to other organizations, collection accounts, surveys, work proposals, etc., we will use Microsoft Word. The work of converting analog to digital documents was extensive, as it took us about a week to conclude this phase of the project.

At the end of the digitization phase, each subgroup sent their respective documents to my work email gulturalunfuturo.unaesperanza@gmail.com, since I was in charge of the next

phase of the project, creating the database on the internet and archiving all the documents categorized and with clear specifications. Using the mail of the foundation unfuturo.unaesperanza@gmail.com I created a shared folder on Google Drive called FUN. UN FUTURO, UNA ESPERANZA and began the systematization phase in which we would have to intelligently categorize each document into folders according to the area to which each document belongs (Areas are finance, projects, strategic alliances, training and social assistance) and create subfolders (if necessary) to include documents within the main folder more specifically.

After the systematization phase, which took two days to complete, taking into account the large number of documents that were digitized due to the foundation's long history, the work of digitization and systematization in the platform Google Drive has gone to phase of revision. At this stage, my immediate and direct executive head studies the work done by the team and, in relation to the effectiveness of the project carried out, decides whether to approve the project, if everything is done correctly, or to pass it to review, in case of needing corrections of any kind. After this, I was asked to make some corrections regarding the organization of the folder and, after correcting the requested points, the project was approved and a support was signed in which the work was approved. (Attached evidence, approval support, pag 29)



Soporte de aprobación
Fundación Un Futuro, una Esperanza
900-660801-9

Cartagena de Indias, 25 de octubre del 2022

Señor:
Abrianna Nieves Rodríguez

La fundación **Un Futuro, Una Esperanza**, identificada con NIT **900-660801-9**, entidad sin ánimo de lucro se dirige a usted por motivo de la propuesta el proyecto 'Digitalización y Sistematización de Datos para Productividad y Dinamismo' presentado a nosotros el 07 de septiembre del presente año, propuesta por la cual le fue concedida una reunión para exponer ideas y evaluar la posibilidad de llevarlo a cabo el día 19 de septiembre, también del presente año.

Luego de evaluar exhaustivamente el proceso y los avances presentados por usted y el equipo de trabajo hemos decidido **aprobar** la ejecución de dicho proyecto entendiendo que busca favorecer a los colaboradores de la fundación y promover el bien común (a la entidad como beneficiario directo y a la comunidad local como beneficiario indirecto).


Paula Andrea Cruz Martínez
Director ejecutivo
Fundación Un Futuro, Una Esperanza
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The last step in the project of digitization and systematization was the realization of 2 small trainings on the use of Google Drive dictated by the working team in charge of the project for the collaborators of the foundation, this arose because some workers claimed not having enough tools to perform properly in the programs to be used, after carrying out the trainings and checking that the collaborators had enough skills to handle Google Drive correctly, we request the emails of the managers of each area and some interns to give them access to Drive to start working with access to digitality and organized and synthesized information. In this way we could achieve positive and effective results in the proposed project. (Attached evidence, list of Google Drive training assistance, pag 30)

	A	B	C	D	E	F
1						
2						
3						
4	FUNDACIÓN UN FUTURO UNA ESPERANZA					
5	NIT 900660801-9					
6	LISTADO DE ASISTENCIA CAPACITACIONES GOOGLE DRIVE					
7						
8						
9						
10	NOMBRE COMPLETO		EDAD	SEXO	CAPACITACIÓN 1	CAPACITACIÓN 2
11	1. Paula Andrea Cruz Martínez		48	Femenino	X	X
12	2. Jorge Solano		51	Masculino	X	X
13	3. Carmen Cecilia Medrano		37	Femenino	X	X
14	4. Camila Maturana		33	Femenino	X	X
15	5. Carlos Daniel Castañeda		40	Masculino		X
16	6. Cesar Hernández		45	Masculino	X	X
17	7. Elena Orozco Suárez		32	Femenino		X
18	8. Esperanza Martínez		36	Femenino	X	
19	9. Dalia de Ávila Castillo		34	Femenino	X	X
20	10. Daniel Zúñiga		50	Masculino	X	
21						
22						
23						
24						
25						
26						
27						

RESULTS AND DISCUSSION

Description of results

The collaborators of Un Futuro, Una Esperanza responded positively to the project presented, after collecting some testimonies of interns and collaborators, we can see that this project meets the established objective: improve the work environment through digitization and systematization to promote efficiency and order in all areas of the foundation. Most of the participants in the training said that it was very easy to capture information quickly, and those who had more difficulty retaining information about the use of digital technologies and Drive received help and explanations until the time when the person learns to operate with less difficulty in the database.

The final structure of Drive of the foundation was established as follows after going through a review process by the executive director, in the first instance we have the folders of each area of the foundation, then subfolders each main folder to archive documents more specifically, plus we create shared reminders of events, activities and meetings in the Google calendar for all participants.

The final nomenclature of the Drive folder was as follows: (Attached image, pag 32)



Testimony

Sary Berrío - Intern of project area:

This project has greatly facilitated the realization of my work inside and outside the foundation. This kind of database seems to me ideal to maintain the order of documents, carry a sequence of what has been worked and promote efficiency in the labor field. In my area I must keep track of dates, events and activities; I find it much easier to do this now, because, using the Google calendar I can share that calendar with other managers to edit, add data, delete anything or work as a team even when we are in different places, it is also possible to schedule reminders of upcoming activities, allowing us to better manage and invest the remaining time for each activity. It was definitely an excellent proposal and I am glad to have been part of this, especially considering that the most benefited are us interns, although everyone can and should use it.

Adriana Rebolledo - intern of financial area:

For the financial area of any company or organization, it is essential to have a database in which to enter accounts, make calculations, payments, etc., and, at the beginning of my internship at the foundation, it was a little difficult to adapt to the analogous way of working, especially considering that human beings make excessive mistakes, therefore, it is not right to rely on own methods or management of finances without intelligent technological support. The proposal that was carried out made my work much easier, since, although I already worked some documents digitally from before, it was not comfortable to file receipts, invoices or similar collection accounts. With the implementation of the project, archiving documents and tracking payments and pending is less tedious than what we did before: save each receipt, staple the receipts by groups and save all papers until they are passed to accounting. I am very satisfied with the results.

Eliana Elles - intern of social welfare area:

In the area of social welfare, we must do a lot of paperwork, many attendance lists and keep track of each person who receives help from the foundation. You must save key information of each participant of each project and keep a history from the first project implemented until today. There was a lack of order because we handled both digital and analog documents, we continued to use the analog method in projects with more time in the foundation (some with more than 6 years) and documents that were digital (those most current projects) were stored in some computer, however, it was not categorized or divided in a systematic way, therefore, searching for a certain document became a tedious experience. The digitization and systematization project was exhausting due to the theme of turning everything analogous to virtual but it was definitely worth it due to the ease of work that we have today and that the next interns of the entity will have.

CONCLUSION

The project Digitization and Systematization of Data, more than a problem or a need that had to be met, represents the well-being and care of the collaborators and interns of the entity through an improved working methodology, the use of optimal intelligent digital tools and synthesis, order and categorization of information, thus allowing the effectiveness of workers, which causes the creation of a more bearable and enjoyable work environment. The initial project was only the digitization of all the information collected and the creation of a Drive to manage a control of everything, however, along the way more and more ideas were born that would greatly benefit the workers, such as the virtual schedule of activities and projects in Google Calendar and training for those who did not know about technological/digital issues or who did not know the program used.

It was definitely a successful project with which, the foundation is more and more open to the digital field and smart digital technologies are recognized as a fundamental basis for all business units and entities wishing to manage their administrative and operational parts with excellence and efficiency.

It is valid and necessary to highlight the great willingness that existed from the beginning, by the foundation, to make this project a reality, in addition to the desire to learn and venture into new projects that would only generate a common good within the foundation and, therefore also in our local community.

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