Data Relevance, Compliance & Accuracy Checklist

Data Relevance & Compliance Checklist

(To be completed by Program Leadership)

Date:

Signoff:

Relevance. Is the data relevant to the task or decision-making process for which you intend to use it? Are there any outdated or irrelevant data points that need to be removed?

Compliance. Does the data meet any legal or regulatory requirements? Are there appropriate processes in place to ensure data privacy and protection?

Accessibility. Is the data easily accessible to those with the authority to view it? Are there access restrictions in place to protect the data from non-authorized parties?

Traceability. Can the source of the data be traced?

Data governance. Review policy for data ownership and stewardship. Are there clearly defined and accessible rules and responsibilities for managing the data?

Data Accuracy Checklist

(To be completed by Information Systems Lead)

Date:

Signoff:

Accuracy. Is the data free from errors?

Consistency. Is the data consistent across different systems? Is it all formatted in the same way? Are there any conflicting records or values?

Completeness. Are all the required fields filled in? Are there any gaps or missing values?

Timeliness. Is the data up to date? Is it being collected and updated at the required frequency?

Uniqueness. Are there any duplicate records or blank entries? Is there a process in place for identifying and removing duplicates?