Get ready for data: **one page matrix**

What does your project or policy intervention aim to achieve in your city for babies, toddlers and the people who care for them?

a.

How will data help you to achieve your aims? What decisions will it help you make?

b.

Who is involved in collecting, managing and using data in your organisation? Do they have the right skills?

c.

Which external stakeholders do you need to engage to maximise data's impact in your project or policy intervention?

d.

Does your organisation have a data management policy or set of guidelines?

e.

What data should you collect to help meet your project or policy goals?

f.

What methods for data collection would suit your project goals? What is the minimum amount of personal data required?

g.

Name and describe key data sources you need to collect, manage or use in your project or policy intervention.

h.

Do you have appropriate permission from third-party organisations to access and use data that they hold?

i.

Are your data sources in standard, compatible formats?

j.

Which formats will you use to present the data you are collecting? Eg dashboards, infographics, maps, graphs or spreadsheets?

k.

Who would benefit from having access to the data you are collecting, in order to make decisions?

l.

Are there any types of data you can publish openly, for others to access, use and share?

m.

What legislation or policies affect your rights and responsibilities when collecting, managing and using data?

n.

Are there any sensitivities to be aware of when sharing data, especially if the data is about children?

o.

Do people – especially those the data is about or who are impacted by its use – understand what the data is being used for?

p.

How could you grow the positive impacts of data collection, management and use in this project?

q.

Who could be negatively affected by data collection and use within this project. Could it be used to target, profile or prejudice people?

r.

How can people give feedback on how your project or policy collects, manages or uses data?

s.

How are you encouraging people to use data to inform their decisions about a project or policy?

t.