

Place Data-Driven Project Items in Order

Every project is different, however there are some standard steps in a data driven workflow. A workflow relates to the processes and methods an Information Manager or Data Officer may use to implement a project from start to finish. By clarifying a workflow, it is easier to identify needed roles, tools and technologies. Some of these terms may be new to user and vary by sector and industry. Be sure to modify and clarify as needed

People: 4 to 16 people
Time: 20 Minutes
Difficulty: Easy
Materials: 11 sheets of letter size paper

PREPARATION:

Print or Write the following in big text (each A4 sheet contains an individual bullet):
 Ask a question

- Design/Consult
- Prototype/Test
- Assess your users
- Get/Find Data
- Verify
- Process, Organise, & Clean Data
- Analyse Data
- Present Data
- Project Close
- Archive



THE EXERCISE

Arrange the A4 Sheets randomly on the floor or the wall. Ask your participants to put them in order. Answer questions about and clarify steps as they go along. Allow them to keep working it through until they think they have finalised the order. As they put things in order, be sure to ask people why it goes there. They will likely figure out that some bits are linear and the others are cyclical.

What is linear is the pipeline:

- Ask a question
- Get/Find Data
- Process (organise/clean) Data
- Analyse Data
- Present Data
- Project Close
- Archive

While these pieces are more cyclical:

- Design/Consult
- Prototype/Test
- Assess your users

End by making the point that you will need to repeat many of the steps and learn during each iteration.

CREDIT

This was adapted from Responsible Data Forum's [Data in the Project Lifecycle](#) and Fabriders' [A Data Strategy Workshop](#)

Curriculum