BASIC TIPS TO ORGANISING AND MANAGING DATA IN HUMANITARIAN RESPONSE

Adapted from 50 Humanitarian IM Tips, Created by Simon Johnson, British Red Cross

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USE A SPREADSHEET FOR NUMERICAL DATA

There have been many examples in past humanitarian responses of numerical data being collected in a word processing document when they would be more suited to a spreadsheet.

This means simple aggregation, operations and analysis cannot be completed without first importing into a spreadsheet. Word tables may also be formatted in a way that does not copy well to spreadsheet meaning extra work before it can be used for analysis.

Microsoft Excel is the most commonly used, but there are free to use alternatives with slightly less functionality.

- Google Spreadsheets
- Open Office

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DATA PLAYBOOK: SLIDEDECK 3

CONNECT WITH THE COMMUNITY OF INFORMATION MANAGERS WORKING IN THE AREA

In most instances where humanitarian work is taking place there will be other organisations working on similar projects. By attending local meetings and joining relevant Skype groups you can make contact with other information managers. By sharing knowledge and collaborating on solving problems work can be completed quickly and efficiently.
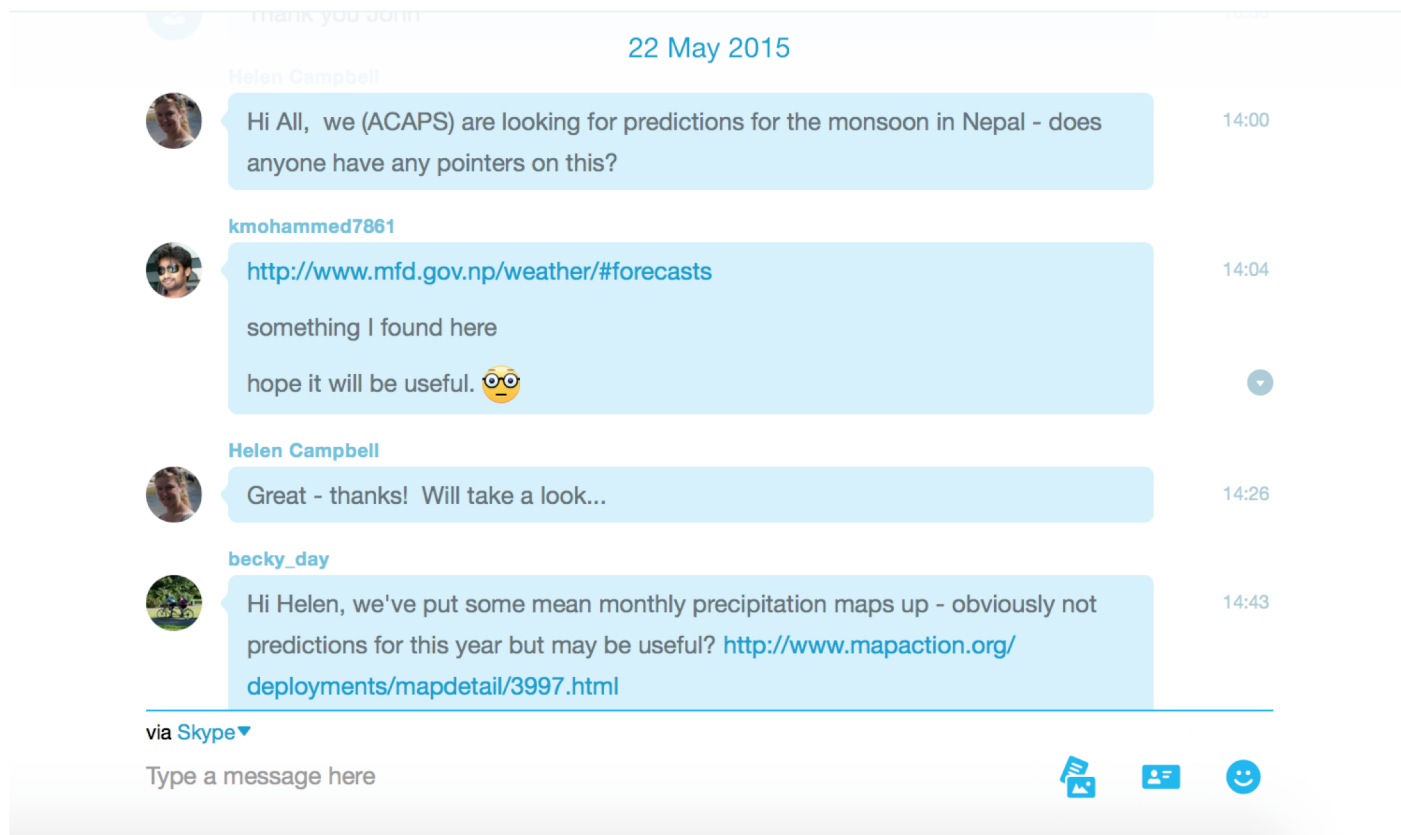
SAVE OFTEN

This is a lesson quickly learnt by most through practical experience. Computers can be temperamental things and it can be soul destroying watching your computer crash and losing an hours worth of work. Save the anguish and save often!

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SAVE MULTIPLE VERSIONS

You might regret that big change you made to your work last week. It's best to save multiple versions as you progress so that you can easily revert any changes you have made.

20150706_recovery_mapping_data_master
20150707_recovery_mapping_data_master
20150710_recovery_mapping_data_master
online_june_15

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BACK UP YOUR DATA

Data although saved can sometimes be lost. This could be due to a virus, hard disk, user error or tens of other reasons. With the prevalence of cloud services to save files to, work can be saved online for free.

There are a few cloud services providing free accounts for small amount of hosting. These can be used to sync a folder on your computer to be stored remotely. It can also be shared with other users.Dropbox and Google both offer free accounts.

THANK YOU

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