Action Plan Worksheet: DATA QUALITY

Capability Levels	Reactive	Responsive	Proactive	Predictive
Data Quality: Data quality refers to the trustworthiness of data used in the organization for decision-making and the efforts to ensure accuracy, completeness, and timeliness.				
2D. To what extent does your organization ensure accurate data across the organization?	Not a priority. Most efforts are focused on cleanup and individual intervention; data quality review does not occur with rigor or regularity in the organization.	Data quality reviews occur within selected teams, departments or sites but the efforts are usually one-time efforts and not sustained on an ongoing basis.	Departmental data quality tracking reports are produced on a regular basis and are integrated and aligned across the organization; common errors are assessed and training occurs to address them.	Data collection and aggregation is highly automated with built-in data quality checks and exception reports; measures of data quality (e.g., % accuracy) prioritize and inform ongoing data quality efforts and trace errors to individuals for training.

SCORE	0	1	2	3	4	5	6	7	8	9	10	11

IDEAS FOR ACTION: Immediate Next Steps	Success Criteria (Approval, Buy In, Resources, etc.)

IDEAS FOR ACTION: 3-6 Months	Success Criteria (Approval, Buy In, Resources, etc.)