



Data Analysis Planning Checklist

Instructions

Use this checklist as you develop your project. Although it is a checklist, the purpose of its use is not to “check” every item. Rather, the goal of this tool is encourage thoughtful reflection and consideration of critical aspects for planning your data analysis. Checking all the items on this list will not guarantee a perfect project, but the discussions you have regarding each item will help you improve your project. Finally, the tool is not designed to be used alone - it is best discussed with a team.

Question or purpose to be addressed

- Plans for data analysis address the project’s assessment questions and serve the purpose of the project.
- All assessment questions are addressed with one or more planned analyses.

Goal of analysis

- Goals of data analysis are clearly written.
- Goals of data analysis are appropriate for the question or purpose addressed.

Specific analysis techniques

- Planned specific analysis techniques are appropriate for the identified goal and the question or purpose of the project.
- Planned specific analysis techniques are clearly described.

Format of results

- The format needed for results (e.g., graph, table, descriptive text, etc.) is described for each specific analysis element.

Implementation and resources

- Each planned analysis has been assigned to one or more individuals.
- Each planned analysis has an associated due date or timeline.
- Resources needed for each planned analysis have been identified and a strategy for obtaining those resources has been developed.