Data Product Quality Review: Evaluation Checklist and Action Plan

Product name	
Product tier (Premier / Core / Other)	
Uses non-public data (YES / NO)	
Product Type	
Product Manager	
Branch (Acronym in CAPS)	
Division (Acronym in CAPS)	
Date of review	
Reviewer(s)	
Date of Action Plan meetng	
Default due date	

Summary

Compliant at review?

Checklist Item	Yes	No	Not Required	Review Comments	To be completed (enter due date; default is 1 year)	Current status (red=late, yellow=in progress, green=compliant, gray=not required)	Action Plan Notes
1. Purpose							
1.1 MOU for Data Provided to Others?							
1.1b MOU on a Shared Drive?							
1.2 MOU for Data Received from Others?							
1.2b MOU on a Shared Drive?							
2. Utility							
2.1a ERS is the Preeminent or Sole Source?							
2.1b Pertinent to the USDA Mission?							
2.2a ERS Branding?							
2.2b Data Sources Cited?							
2.3 Future Releases Reported on ERS Website?							
2.4a Documented List of Internal ERS and External Stakeholders							
2.4b Stakeholders List on a Shared Drive?							
2.5 External Review for Quality of Communication?							
2.6a Evidence of Feedback Mechanisms?							
2.6b Evidence of, and Responsiveness to, Feedback							
2.7 Monitoring Web Usage Statistics?							
3. Objectivity							
3.1a Data Quality Review Procedure							
3.1b Data Quality Review Procedure Documented on a Shared Drive?							
3.2 Independent External Review of Methods?							
3.3 Accuracy Measures Reported?							
3.4a Research on Methods and Operations?							
3.4b Method/Operational Research Contributed to Improvements?							
3.5 IT Investment?							
4. Transparency							
4.1 Advance Public Notice of Substantial Changes?							
4.2 Documentation?							
4.3 Similar Data in Other ERS or Federal Sources?							
4.4 Update and Revision History?							
4.5 Archival Capability?							
5. Integrity							
5.1a Procedure(s) for Pre-Dissemination Disclosure Review for the Privacy and Confidentiality of Respondents?							
5.1b Disclosure Review Procedure(s) Documented on a Shared Drive?							
5.2a Procedures for Data Security in Terms of Storage, Transmission, and Access							
5.2b Data Security Procedures Documented on a Shared Drive?							
5.3 Staff training?							
6. Accessibility							
6.1a Data Product Machine Readable?							
6.1b Data Available in an "Open" Format?							
6.1c Data Product Compliant with Section 508 Accessibility Standards							
6.2 Usability testing?							
6.3a Meta Data?							