



How To Complete A Simple Data Audit

The keys to using data successfully:

REFLECT

EVALUATE

IDENTIFY



REFLECT on the data you are collecting across the organization. This could be from a sponsor or grantee profiles, giving histories, surveys, project or grant reports, interviews, annual reports, content (emails and social media) where impact-related information has been shared.



EVALUATE how the data your organization has is being used. Make a list of what data you are actually using and in what ways and for what purposes.



IDENTIFY if your organization is collecting the right data to learn, assess progress and failures, and figure out stakeholder needs. If not, what data should you be collecting for your organizational and programmatic goals?



Contact us to learn more!

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