Date: **Participating Members:**   **Assessment Context:**

A-Specify and Standardize Data
5-Governance

A.5.c – Data Collection Approval / Coordination Practices

Element Description	Formal processes for the evaluation, approval, and coordination of new data collection processes - to reduce or eliminate duplicate data collection and ensure that the value of new data collection is maximized.

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
Decisions about data collection are made independently by individual business units with little or no coordination.	Decisions about data collection are made independently by individual business units but some level of informal communication and coordination occurs to avoid duplication.	Guidelines for data collection have been created or adopted and disseminated to promote following best practices.	A formal process has been established to evaluate and approve new data collection or acquisition. This process has been applied on a limited basis.	A formal process for evaluating and approving new data collection or acquisition efforts is in place and is being followed.
Current: ☐ Desired: ☐	Current: ☐ Desired: ☐	Current: ☐ Desired: ☐	Current: ☐ Desired: ☐	Current: ☐ Desired: ☐
☐ Establish guidance for data collection decision-making which include coordination to avoid duplication and identify potential added value.	☐ Engage business experts and leaders to participate in data collection best practice initiatives.	☐ Define formal processes for evaluating new data collection or acquisition.	☐ Incorporate responsibilities for established processes within new or existing governance bodies.	
☐ Encourage informal data collection collaboration between business units.	☐ Complete self-assessment and, action planning exercises to identify gaps and prioritize action. Periodically reevaluate.	☐ Provide training to key data collection decision-makers regarding formal processes for new data collection evaluation.	☐ Organize communities of interest around key data collection to ensure the data meet agency needs.	
☐ Other:	☐ Other:	☐ Other:	☐ Other:	

Assessment Notes:

Improvement Notes: