

Date:

Participating Members:

Assessment Context:

B-Collect Data
2-Project Information

B.2.c – Project Information Quality

Element Description Established processes to assess and improve project data quality

Benchmark Level 0	Benchmark Level 1	Benchmark Level 2	Benchmark Level 3	Benchmark Level 4
Quality is not defined.	Expectations for data accuracy, valid values and completeness are established.	A plan has been produced including activities and roles for data quality management before, during and after data collection.	Formal data collector certification and data acceptance criteria and processes are in place.	Data collection and quality management processes are regularly reviewed and revised based on prior experience.
Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>	Current: <input type="checkbox"/> Desired: <input type="checkbox"/>
<input type="checkbox"/> Establish general project data collection requirements (e.g. conditions appropriate for collection).	<input type="checkbox"/> Develop a data quality management plan, including documented quality management activities and roles for project data.	<input type="checkbox"/> Establish formal project data collection training and collector certification processes.	<input type="checkbox"/> Automate data quality checks to streamline quality management process and ensure consistency of quality review of project data.	
<input type="checkbox"/> Document business rules for evaluation of accuracy, completeness, and validity of collected project data.	<input type="checkbox"/> Evaluate project data collection best practices and lessons learned from other internal and external data collection programs.	<input type="checkbox"/> Document comprehensive collection business processes with clear data acceptance criteria and error resolution procedures for project data.	<input type="checkbox"/> Incorporate outcomes from quality control and assurance processes and routine evaluation of lessons learned to prevent systemic errors and improve ongoing collection processes.	
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Assessment Notes:

Improvement Notes: