

PLANNING

PURPOSE

The planning stage involves defining objectives, forging partnerships, and designing an implementation strategy for the data collaborative.

Defining the Problem

1. Identifying Value and Need: Have you defined and articulated the data collaborative's intended and expected value (e.g., societal benefits, operational benefits, key benefactors, business value or corporate incentives, and harm that would occur in the absence of the data collaborative)?

- Key Stakeholders: Partner, Domain Experts, Management, Data Subjects, Intended Beneficiaries

2. Engaging Beneficiaries: Have you identified and engaged intended beneficiary communities and other stakeholders to provide insight throughout the project?

- Key Stakeholders: Operations HR, Management, Partner

3. Reviewing Previous Work: Have you identified and studied previous efforts to address the problem?

- Key Stakeholders: Partner, Domain Experts, Data Subjects, Intended Beneficiaries

4. Researching the Problem Space: Have you analyzed the current ecosystem surrounding the problem — including key actors, historical context, political and cultural challenges?

- Key Stakeholders: Partner, Domain Experts, Data Subjects, Intended Beneficiaries

5. Agreeing on Expectations: Have you clarified internal roles, responsibilities, expectations, operational specifics, and a timeline?

- Key Stakeholders: Partner, Data Subjects

6. Cataloging Assumptions: Have you cataloged your assumptions about the problem and potential solution?

- Key Stakeholders: Partner

7. Defining Goals: Have all parties agreed to the goals and a definition of success for the data collaborative?

- Key Stakeholders: Partner, Management, Data Subject, Intended Beneficiaries

8. Establishing Metrics: Have you established metrics and indicators of success for the effort?

- Key Stakeholders: Partner, Data Scientist, Data Subject

Securing Resources & Financing

9. Analyzing Costs and Benefits: Have you weighed financial costs and time investment against expected outcomes?

- Key Stakeholders: Finance , Management

10. Securing Resources & Financing: Have you secured necessary technical, monetary, time, and human resources?

- Key Stakeholders: Finance, Operations/HR

Establishing Partnership

11. Defining Scope and Limitations: Have all parties reached consensus on the scope and limitations of the data collaborative?

- Key Stakeholders: Partner

12. Confirming Actionability: Have you determined if there is institutional capacity and will to act on insights produced through the data collaborative?

- Key Stakeholders: Partner

13. Agreeing on Sharing Mechanisms: Have you determined which type of data collaborative will be implemented using which mechanisms for providing functional access to data?

- Key Stakeholders: Partner, Data Engineering

14. Determining Governance Model: Have all parties agreed to the governance model that will guide activities throughout the data lifecycle?

- Key Stakeholders: Partner, Legal, Management

15. Ensuring Legal Documentation: Have all parties produced and agreed to all necessary agreements and legal documentation (e.g. memoranda of understanding or data sharing agreements)?

- Key Stakeholders: Legal

16. Designing for Privacy and Security: Have you identified potential data privacy and security risks and articulated strategies for mitigating them?

- Key Stakeholders: Legal

17. Establishing Accountability: Have all parties come to agreement regarding who will be responsible and accountable for key decisions made across the data life cycle?

- Key Stakeholders: Legal

18. Planning for Dispute Resolution: Have all parties agreed to a dispute resolution strategy in case of any inter-party conflicts?

- Key Stakeholders: Legal, Management

19. Scheduling Quality Reviews: Have you established a plan for regular reviews of data quality, accuracy and relevance?

- Key Stakeholders: Partner, Data Engineering

Engaging with Stakeholders

20. Including a Diversity of Thought: Have you sought out diverse perspectives, opinions, and expertise to inform the effort?

- Key Stakeholders: Public Engagement, Partnership

21. Establishing Trust: Have you taken steps to build a trusted relationship with partners and intended beneficiaries?

- Key Stakeholders: Partnership, Public Engagement

Developing an Implementation Strategy

22. Developing an Implementation Strategy: Have you created a detailed project plan outlining key actions and milestones across the data lifecycle and project's lifespan?

- Key Stakeholders: Partner, Management, Domain Experts, Data Subjects, Intended Beneficiaries

23. Conducting a Data Audit: Have you audited and cataloged all relevant datasets that could responsibly be brought to bear on the problem?

- Key Stakeholders: Partner, Data Engineering, Data Subjects, Intended Beneficiaries

24. Developing a Data Handling Strategy: Have you documented how data will be stored, managed, processed, and analyzed throughout the project?

- Key Stakeholders: Partner, Data Engineering

25. Creating a Shared Vocabulary: Have you created a glossary of important terms and concepts and shared it with partners?

- Key Stakeholders: Partner

26. Introducing Feedback Loops, Checks and Balances: Have you established feedback loops and mechanisms in the project workflow to ensure transparency of action, accountability, and surface emergent issues?

- Key Stakeholders: Partner, Management, Data Subjects, Intended Beneficiaries

27. Sharing Information: Have you created a communications strategy to inform the public and other stakeholders on progress made and any critical incidents that may occur?

- Key Stakeholders: Partner