**Data Quality Assessment Template**

# Overview:

This template is designed to guide enterprises in evaluating the current state of their data quality. Recognizing that high-quality data is the backbone of informed business decisions, this assessment aims to pinpoint areas of strength and potential improvement. By doing so, organizations can make informed decisions to enhance their data management practices.

# Section 1: General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Department/Team: | | |  |
| Date of Assessment: | | |  |
| Assessment Lead Name: | | |  |
| Data Source(s) Evaluated:  List of databases, systems, or other sources being assessed | | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
| Purpose/Objective of Assessment:  Specific goals or reasons for conducting this assessment | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  | |  |

# Section 2: Data Quality Dimensions

For each dimension, rate your data on a scale of 1 (Poor) to 5 (Excellent).

**Accuracy**:   
**Does the data correctly represent the real-world scenario or object it is supposed to represent?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |

**Completeness**:

**Is all the necessary data available without any missing values?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |

**Consistency**:

**Is the data consistent across all data sources without any contradictions?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Timeliness**:

**Is the data up-to-date and available when needed?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Uniqueness**:

**Are there any duplicate records in the data?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Reliability**:

**Can the data be trusted and is it sourced from credible sources?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Relevance**:

**Is the data relevant to the current business needs and objectives?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Validity**:

**Does the data conform to the specified format or a set of rules?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Accessibility**:

**How easily can the data be accessed, and is it available to those who need it?**

(1) Poor □ (2) Fair □ (3) Good □ (4) Very Good □ (5) Excellent □

Comments: *[Any additional notes or observations]*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **Overall Data Quality Rating**:  *[Your cumulative score or average rating across all dimensions]* |  |

|  |
| --- |
| **Rating Interpretation**:  **1.0 - 1.9: Poor**  ***Description****:  Data quality is severely lacking, with critical issues prevalent across most dimensions. Immediate intervention is required.*  ***Implication****:  The current state of data poses significant risks to decision-making and operational efficiency. There's a high likelihood of encountering errors, inefficiencies, and potential regulatory non-compliance.*  ***MDM Benefit****:*   * *MDM can establish a centralized governance framework to address critical data issues.* * *It can help in identifying and rectifying inaccurate, incomplete, or duplicated data.* * *By standardizing data across the enterprise, MDM can lay the foundation for significant improvements in data quality.*   **2.0 - 2.9: Fair**  ***Description****:  Data quality shows some foundational structures, but there are notable gaps and inconsistencies.*  ***Implication****:  While some data-driven decisions can be made, there's a moderate risk of inaccuracies. Improvement initiatives should be prioritized to address the most glaring issues.*  ***MDM Benefit****:*   * *MDM can build upon existing data structures to enhance consistency and accuracy.* * *It aids in the integration of disparate data sources, reducing gaps and inconsistencies.* * *MDM can prioritize areas of improvement, ensuring more reliable data for decision-making.*   **3.0 - 3.9: Good**  ***Description****:  Data quality is satisfactory for most business operations, but there's room for enhancement in specific areas.*  ***Implication****:  The organization can rely on its data for many functions, but targeted efforts can further optimize data quality and reduce minor inconsistencies.*  ***MDM Benefit****:*   * *MDM can fine-tune data quality by focusing on specific areas that require improvement.* * *It supports the enforcement of data standards and policies across different business units.* * *MDM enhances data stewardship, ensuring ongoing quality and relevance of data.*   **4.0 - 4.4: Very Good**  ***Description****:  Data quality is robust, with only a few areas needing attention. Most dimensions meet or exceed expectations.*  ***Implication****:  The organization can confidently base its strategies and decisions on the data. However, continuous monitoring is essential to maintain this level.*   * *MDM plays a key role in maintaining high data quality through continuous monitoring and governance.* * *It can identify and address emerging issues before they impact data integrity.* * *MDM facilitates the integration of new data sources or changes in business processes without compromising data quality.*   **4.5 - 5.0: Excellent**  ***Description****: Data quality is of the highest standard, reflecting best practices across all dimensions. The organization has achieved a mature state of data management.*  ***Implication****:  Data-driven decisions can be made with high confidence. The focus should now be on maintaining this quality and adapting to any evolving business needs.*  ***MDM Benefit****:*   * *MDM ensures sustained excellence in data quality by adapting to evolving business needs and technologies.* * *It supports advanced data analytics and business intelligence by providing a reliable, unified data source.* * *MDM contributes to a culture of data excellence, promoting continuous improvement and innovation in data management practices.* |

# Section 3: Data Quality Challenges

List down any challenges or issues faced related to data quality.

**Challenge/Issue #1**: [Description]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Frequency:** [How often does this issue occur?]

|  |
| --- |
|  |

**Impact:** [How is this affecting the business or operations?]

|  |
| --- |
|  |
|  |
|  |
|  |

**Potential Solution:** [Any proposed solutions or actions to address the challenge]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Challenge/Issue #2**: [Description]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Frequency:** [How often does this issue occur?]

|  |
| --- |
|  |

**Impact:** [How is this affecting the business or operations?]

|  |
| --- |
|  |
|  |
|  |
|  |

**Potential Solution:** [Any proposed solutions or actions to address the challenge]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Challenge/Issue #3**: [Description]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Frequency:** [How often does this issue occur?]

|  |
| --- |
|  |

**Impact:** [How is this affecting the business or operations?]

|  |
| --- |
|  |
|  |
|  |
|  |

**Potential Solution:** [Any proposed solutions or actions to address the challenge]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Challenge/Issue #4**: [Description]

|  |
| --- |
|  |
|  |
|  |
|  |

**Frequency:** [How often does this issue occur?]

|  |
| --- |
|  |

**Impact:** [How is this affecting the business or operations?]

|  |
| --- |
|  |
|  |
|  |
|  |

**Potential Solution:** [Any proposed solutions or actions to address the challenge]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Challenge/Issue #5**: [Description]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Frequency:** [How often does this issue occur?]

|  |
| --- |
|  |

**Impact:** [How is this affecting the business or operations?]

|  |
| --- |
|  |
|  |
|  |
|  |

**Potential Solution:** [Any proposed solutions or actions to address the challenge]

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

# Section 4: Recommendations & Action Items

Based on the assessment, list down recommendations and action items to improve data quality.

**Recommendation #1**: [Description]

|  |
| --- |
|  |
|  |
|  |

**Priority:** [Rank based on urgency or impact]

|  |
| --- |
|  |

**Action Item:** [Specific steps or actions to implement the recommendation]

|  |
| --- |
|  |
|  |
|  |

**Responsible Party:** [Who will be responsible for implementing the action item?]

|  |
| --- |
|  |

**Deadline:** [When should the action item be completed by?]

|  |
| --- |
|  |

**Status:** [Not Started, In Progress, Completed]

|  |
| --- |
|  |

**Recommendation #2**: [Description]

|  |
| --- |
|  |
|  |
|  |

**Priority:** [Rank based on urgency or impact]

|  |
| --- |
|  |

**Action Item:** [Specific steps or actions to implement the recommendation]

|  |
| --- |
|  |
|  |
|  |

**Responsible Party:** [Who will be responsible for implementing the action item?]

|  |
| --- |
|  |

**Deadline:** [When should the action item be completed by?]

|  |
| --- |
|  |

**Status:** [Not Started, In Progress, Completed]

|  |
| --- |
|  |

**Recommendation #3**: [Description]

|  |
| --- |
|  |
|  |
|  |

**Priority:** [Rank based on urgency or impact]

|  |
| --- |
|  |

**Action Item:** [Specific steps or actions to implement the recommendation]

|  |
| --- |
|  |
|  |
|  |

**Responsible Party:** [Who will be responsible for implementing the action item?]

|  |
| --- |
|  |

**Deadline:** [When should the action item be completed by?]

|  |
| --- |
|  |

**Status:** [Not Started, In Progress, Completed]

|  |
| --- |
|  |

**Recommendation #4**: [Description]

|  |
| --- |
|  |
|  |
|  |

**Priority:** [Rank based on urgency or impact]

|  |
| --- |
|  |

**Action Item:** [Specific steps or actions to implement the recommendation]

|  |
| --- |
|  |
|  |
|  |

**Responsible Party:** [Who will be responsible for implementing the action item?]

|  |
| --- |
|  |

**Deadline:** [When should the action item be completed by?]

|  |
| --- |
|  |

**Status:** [Not Started, In Progress, Completed]

|  |
| --- |
|  |

**Recommendation #5**: [Description]

|  |
| --- |
|  |
|  |
|  |

**Priority:** [Rank based on urgency or impact]

|  |
| --- |
|  |

**Action Item:** [Specific steps or actions to implement the recommendation]

|  |
| --- |
|  |
|  |
|  |

**Responsible Party:** [Who will be responsible for implementing the action item?]

|  |
| --- |
|  |

**Deadline:** [When should the action item be completed by?]

|  |
| --- |
|  |

**Status:** [Not Started, In Progress, Completed]

|  |
| --- |
|  |

# Section 5: Conclusion & Next Steps

Provide a summary of the assessment findings and outline the next steps to ensure continuous improvement in data quality.

**Summary of Key Findings**:

**Top Strengths**:   
[Highlight 2-3 areas where your data quality is strongest based on the assessment.]

|  |
| --- |
|  |
|  |
|  |

**Areas for Improvement**:   
[Identify 2-3 dimensions or areas where data quality needs significant enhancement.]

|  |
| --- |
|  |
|  |
|  |

**Most Common Challenges**:   
[List the most frequently occurring challenges or issues identified during the assessment.]

|  |
| --- |
|  |
|  |
|  |

**Recommendations Recap**:

**Highest Priority Recommendation**:   
[State the most critical recommendation that should be addressed immediately.]

|  |
| --- |
|  |
|  |
|  |

**Long-Term Consideration**:   
[Mention a recommendation or action item that might take longer to implement but is crucial for the future.]

|  |
| --- |
|  |
|  |
|  |

**Next Steps**:

**Immediate Action**:   
[What is the first step or action that should be taken post-assessment?]

|  |
| --- |
|  |
|  |
|  |

**Stakeholder Meeting**:   
[Schedule a meeting with key stakeholders to discuss findings and gather additional input.]

|  |
| --- |
|  |
|  |
|  |

**Implementation Plan**:   
[Develop a detailed plan to address the recommendations, including timelines, resources, and responsibilities.]

|  |
| --- |
|  |
|  |
|  |

**Review Cycle**:   
[Set a date for a follow-up review, perhaps in 3 or 6 months, to evaluate the progress and effectiveness of implemented changes.]

|  |
| --- |
|  |
|  |
|  |

**Additional Notes/Comments**:   
[Provide any other insights, observations, or considerations that are relevant to the assessment's conclusion and future planning.]

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |

# Sign-off:

**Assessment Lead Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Comments:** [Final remarks or observations from the Assessment Lead]

|  |
| --- |
|  |
|  |
|  |

**Department Head/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_

**Comments:** [Final remarks or observations from the Department Head/Manager]

|  |
| --- |
|  |
|  |
|  |

# Appendices/Attachments:

*[Attach any relevant documents, charts, or graphs that provide visual representations of data quality metrics or issues.]*