

Data Product Quality Review: Evaluation Checklist

Data Product: _____

Data Product Manager: _____

Data Product Review Council (DPRC) Member: _____

Date: _____

Summary of Findings:

Tip: Use bullet drop-down menu to change blank box to a check mark.

1. Purpose				
Checklist Items	Yes	No	Not Required	Comments
1.1 MOU for Data Provided to Others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 MOU for Data Received from Others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Utility				
Checklist Items	Yes	No	Not Required	Comments
2.1a ERS is the Preeminent or Sole Source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.1b Pertinent to the USDA Mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2a ERS Branding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2b Data Sources Cited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Future Releases Reported on ERS Website?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 Identification of Internal ERS and External Stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 External Review for Quality of Communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Evidence of Feedback Mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7 Monitoring Web Usage Statistics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Objectivity				
Checklist Items	Yes	No	Not Required	Comments
3.1 Review Process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.2 Independent External Review of Methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3 Accuracy Measures Reported?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4 Ongoing Research Program That Examines Methods and Operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5 IT Investment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Transparency				
Checklist Items	Yes	No	Not Required	Comments
4.1 Advance Public Notice of Substantial Changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 Documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3 Similar Data in Other ERS or Federal Sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 Update and Revision History?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5 Archival Capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Integrity				

Checklist Items	Yes	No	Not Required	Comments
5.1 Procedures for Pre-dissemination Review for Confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Review of Pre-release Security Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Staff Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Accessibility				
Checklist Items	Yes	No	Not Required	Comments
6.1a Data Product Machine Readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1b Data Available in an "Open" Format?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1c Data Product Compliant with Section 508 Accessibility Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Usability Testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3a Data Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3b Metadata?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments