

## 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.*

<b>1. Purpose</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
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"/>	
<b>2. Utility</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.2a ERS Branding?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.2b Data Sources Cited?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.3 Reported on ERS Calendar?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.4 Identification of Internal ERS and External Stakeholders?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.5 External Review for Quality of Communication?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.6 Evidence of Feedback Mechanisms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2.7 Monitoring Web Usage Statistics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

<b>3. Objectivity</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>

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

4.5 Archival Capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Integrity</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
5.1 Procedures for Pre-dissemination Review for Confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Review of Prerelease Security Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Staff Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Accessibility</b>				
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>	<b>Comments</b>
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6.3b Meta Data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

**Comments**