

50 HUMANITARIAN IM TIPS

TIPS TO ORGANISING AND MANAGING DATA IN HUMANITARIAN RESPONSE

Created by [Simon Johnson / @simon_b_johnson](#)

Contents

Click below to jump to a section

[**Introduction**](#)

[**How to use**](#)

[**The Basics**](#)

[**Collecting**](#)

[**Spreadsheets**](#)

[**Data Managing**](#)

[**Visualising**](#)

[**Sharing**](#)

[**Soft Skills**](#)

Introduction

This guide is intended as a quick read for anyone who has or is going to be working in information management in a humanitarian context.

Many of the tips given will hopefully be obvious, but do address repeated mistakes encountered in this sector.



Introduction

Well managed and accurate data are key to making informed decision within the humanitarian sector. Information management can help to shed light on foreign or rapidly changing environments providing context to decision makers. Good and well managed information flows can make organisations more responsive and efficient leading to increased effectiveness

How To Use

The tips here should not be considered hard and fast rules, but rather general guidance. The context of use can sometime require different and unique approaches.

This was originally designed as an online book and can be viewed [here](#). Each tip will contain a brief description. Some are followed with an extra page of useful learning materials and further reading.



How To Use

Pages when you slide down will contain extra information and learning materials about the tip.

THE BASICS

01

USE A SPREADSHEET FOR NUMERICAL DATA

There have been many examples in past humanitarian responses of numerical data being collected in a word processing document when they would be more suited to a spreadsheet.

This means simple aggregation, operations and analysis cannot be completed without first importing into a spreadsheet. Word tables may also be formatted in a way that does not copy well to spreadsheet meaning extra work before it can be used for analysis.

01

Microsoft Excel is the most commonly used, but there are free to use alternatives with slightly less functionality.

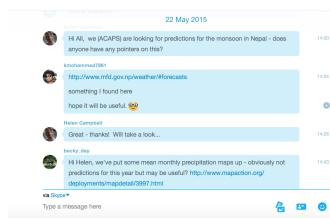
Google Spreadsheets: [Webpage](#)

Open Office: [Webpage](#)

02

CONNECT WITH THE COMMUNITY OF INFORMATION MANAGERS WORKING IN THE AREA

In most instances where humanitarian work is taking place there will be other organisations working on similar projects. By attending local meetings and joining relevant Skype groups you can make contact with other information managers. By sharing knowledge and collaborating on solving problems work can be completed quickly and efficiently.



03

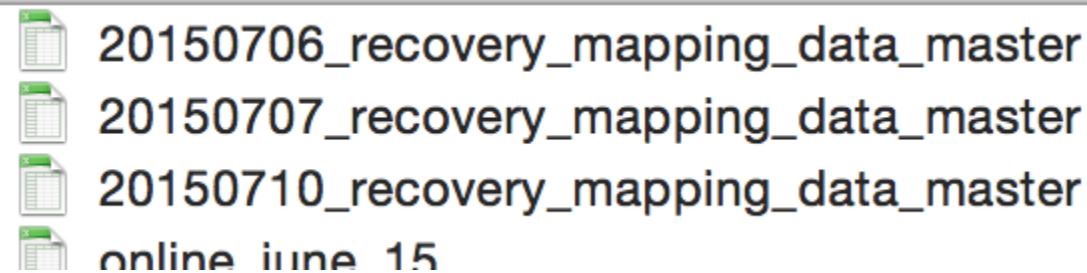
SAVE OFTEN

This is a lesson quickly learnt by most through practical experience. Computers can be temperamental things and it can be soul destroying watching your computer crash and losing an hours worth of work. Save the anguish and save often!



SAVE MULTIPLE VERSIONS

You might regret that big change you made to your work last week. It's best to save multiple versions as you progress so that you can easily revert any changes you have made.



USE SENSIBLE FILE NAMES

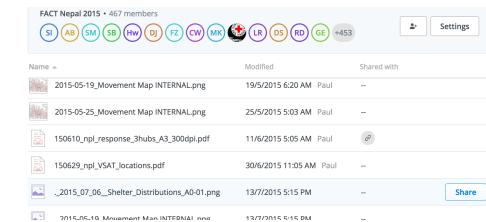
There are numerous attributes that you could include in a file name. The most important aspect is to make sure it is understandable to yourself, but also to others who might use your file without the full context. Some suggested components:

- Date - YYYYMMDD
- Description
- Your Initials
- Version Number

BACK UP YOUR DATA

Data although saved can sometimes be lost. This could be due to a virus, hard disk, user error or tens of other reasons.

With the prevalence of cloud services to save files to, work can be saved online for free.



Dropbox used in the IFRC Nepal 2015 earthquake response

06

There are a few cloud services providing free accounts for small amount of hosting. These can be used to sync a folder on your computer to be stored remotely. It can also be shared with other users. [Dropbox](#) and [Google](#) both offer free accounts.

COLLECTING

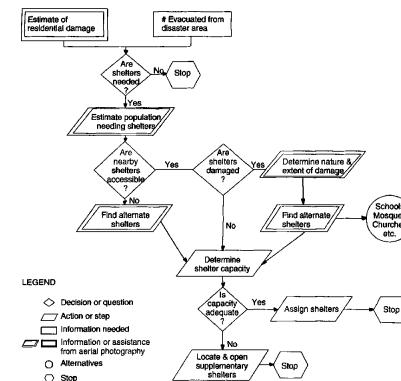
07

CHECK WHETHER DATA ALREADY EXISTS

It is worth reaching out to the information management community and the government in the area to check that the information has not already been collected by someone else. There is no need to duplicate work that has already been done.

KNOW HOW YOUR DATA WILL ANSWER YOUR QUESTIONS

There have been many assessments carried out where most of the data collected was never used. By deciding how you will use your data before you start, you can reduce the amount of redundant questions and make sure the right ones are asked.



09

DESIGN YOUR DATA TEMPLATE BEFORE YOU COLLECT IT

By designing your data template before collecting data it can give guidance to designing surveys and collecting data from multiple people. If you want to know the damage in each area instead of asking each person an open ended question, providing a template ensures that the data will be collected consistently.

Barangays

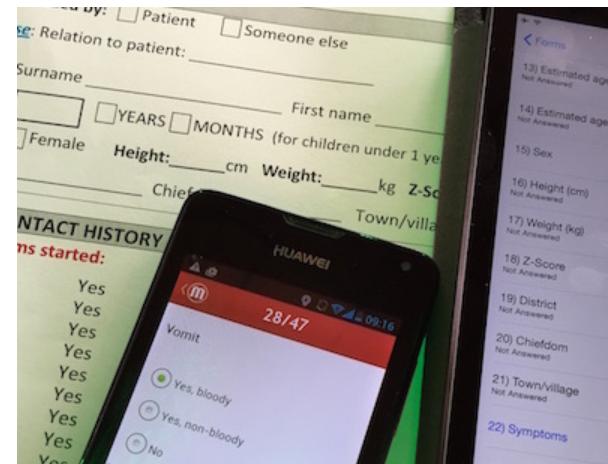
Barangay	Number of houses	Number of people	Coastal
TEXT	NUMBER	NUMBER	YES/NO

Agencies

Agency Name	Email address	Phone number	Active
TEXT	TEXT	TEXT	YES/NO

USE MOBILE DATA COLLECTION

Instead of doing paper based surveys data collection can be completed using mobile devices including phones and tablets. This allows for data validation on entry ensuring the data collected is consistent in nature.



10

There are a number of tools out there that can help with mobile data collection, some are free and some are paid for.

[Open Data Kit](#) - A free to use mobile data collection application

[MagPi](#) - A commerical mobile data collection application

CONSISTENT VARIABLE NAMING

If you are carry out more than one round of surveys make sure that the variable names used in the data are consistent with the previous surveys. Otherwise it can be very difficult for the person analysing the data to quickly match the questions together.

USE SECONDARY DATA REVIEWS

The data you want may already exist only not in a clean single source. Consider whether it is possible to pull this data together through reviewing and collating other data sources.

An example of this is the Red Cross creating a [data set of Ebola Treatment centres](#) from different news articles that mentioned them to create a single consolidated data set which did not already exist.

CHECK META DATA OF DATA

If you are using or referring to other data make sure to check the meta data on how, when, where and by who the data was collected. This will give an indication as to how reliable the data is and in which ways the data can be used.

The screenshot displays a dataset page with the following sections:

- ACTIVITY:** A log of recent changes made by users (HDX, Luis Capela, hdx, etc.) to the dataset, including updates to the extra 'data update frequency' and the dataset itself, along with file uploads like 'PSE030_Baseline.xlsx' and 'PSE030_Baseline.csv'.
- DATA AND RESOURCES:** Lists the dataset files: 'PSE030_Baseline.xlsx', 'PSE030_Baseline.csv', and 'PSE030_Readme.txt'. Each file has a 'PREVIEW' button and a 'Download' icon.
- METADATA:** Provides detailed information about the dataset:
 - Source:** World Bank
 - Contributor:** HDX
 - Date of Dataset:** Jun 01, 1980 - Jun 31, 2013
 - Location:** Afghanistan, Albania, Algeria, Argentina, Arigas And Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia (?Plurinational State of),... More
 - Visibility:** Public
 - License:** Other: You are free to copy, distribute, adapt, display or include the data in other products for commercial and noncommercial purposes at no cost subject to certain limitations summarized below. You must include attribution for the data you use in the manner indicated in the metadata included with the data. You must not claim to be linked to The World Bank and/or its data. [More](#)

UNDERSTAND THE DIFFERENCE BETWEEN QUANTATIVE DATA AND QUALATIVE DATA.

Qualitative data refers to stories which are intentionally gathered and systematically sampled, shared, debriefed, and analyzed. It will help you understand the context, produce insights and think about which decisions have to be made.

Quantitative data refers to information that can be measured and written down with numbers, standardised and normalised. It will enable you to use metrics to make sound decisions.

SPREADSHEETS

ONLY ONE PIECE OF INFORMATION PER CELL

Having more than one piece of data in a single spreadsheet cell prevents the ability to filter, sum or process a component of the list in any way. One way to resolve this is to duplicate the line for each component of the list.

	A	B	C	D
1	org	activity	district	
2	Blue Cross	shelter	Kathmandu, Bhaktapur	
3	Camfam	WASH	Kathmandu, Dhading	
4				
5				



	A	B	C	D
1	org	activity	district	
2	Blue Cross	shelter	Kathmandu	
3	Blue Cross	shelter	Bhaktapur	
4	Camfam	WASH	Kathmandu	
5	Camfam	WASH	Dhading	
6				

LEARN VLOOKUPS

Often you will need to look up other data based on a value in your data set. An example is you might have the names of the districts you are working in, but also want the official codes for these. A vlookup can pull through these official codes automatically.

The screenshot shows a Microsoft Excel spreadsheet with a table of data. The table has columns for Districts, pcode, Dead People, Missing Peop, Injured Peop, Affected, Farm, and Displa. The formula bar at the top shows the formula =VLOOKUP(B3,Sheet1!\$A\$1:\$C\$75,3,FALSE). The cell B3 contains the value "adm3". The formula is looking up the value "adm3" in column A of the range \$A\$1:\$C\$75 and returning the value from column 3 of that row, which is "524 2 05 27".

Districts	pcode	Dead People	Missing Peop	Injured Peop	Affected	Farm	Displa
#adm3	#adm3+code	#affected+d	#affected+m	#affected+injured			
Kathmandu	524 2 05 27	1226	34	2450	432245		
Lalitpur	524 2 05 25	180		3505	35648		
Bhaktapur	524 2 05 26	333	4	227	34192		
Sindhupalch	524 2 05 23	3532	123	3831	69105		
Dhading	524 2 05 30	678	3	838	73842		
Kabhrepalan	524 2 05 24	318	3	1271	77781		
Nuwakot	524 2 05 28	1109	15	1570	74999		
Dolakha	524 2 04 22	177	12	259	57744		
Gorkha	524 3 07 36	449	1	2123	57518		
Rasuwa	524 2 05 29	660	71	752	9422		
Lamjung	524 3 07 37	5		43	13273		
Khotang	524 1 03 12			7	6873		
Ramechhap	524 2 04 21	42		132	41278		
Chitwan	524 2 06 35	10		2	10474		

Free learning material for learning vlookups

[VLookup tutorial youtube video](#)

[Excel Easy tutorial](#)

OR LEARN INDEX(MATCH())

Using a combination of index function and the match function can create a more powerful look up.

C	D	E	F	G	H
Districts	pcode	Dead People	Missing Peop	Injured Peop	Affected Far
#adm3	#adm3+code	#affected+de	#affected+m	#affected+injured	
Kathmandu	524 2 05 27	1226	34	2450	432245
Lalitpur	524 2 05 25	180		3505	35648
Bhaktapur	524 2 05 26	333	4	227	34192
Sindhupalch	524 2 05 23	3532	123	3831	69105
Dhading	524 2 05 30	678	3	838	73842
Kabrepalan	524 2 05 24	318	3	1271	77781
Nuwakot	524 2 05 28	1109	15	1570	74999
Dolakha	524 2 04 22	177	12	259	57744
Gorkha	524 3 07 36	449	1	2123	57518
Rasuwa	524 2 05 29	660	71	752	9422
Lamjung	524 3 07 37	5		43	13273
Khotang	524 1 03 12			7	6873
Ramechap	524 2 04 21	42		132	41278
Chitwan	524 2 06 35	10		2	10474

Free learning material for learning index(match)

[Index\(match\) tutorial youtube video](#)

[Random Wok tutorial](#)

LEARN PIVOT TABLES

Pivot tables are a hugely powerful tool in spreadsheets. They are used for summarising, analysing and quickly manipulating data sets.

Free learning material for pivot tables

[Pivot Tables for beginners youtube video](#)

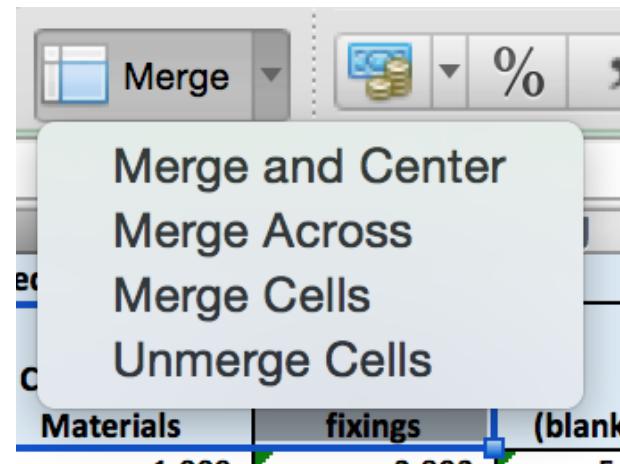
[Excel Easy tutorial](#)

RECORD DATA AT A GRANULAR LEVEL AND USE PIVOT TABLES TO AGGREGATE UP AND CREATE REPORTS

Many times people organise their data in the form it will be reported in. However by aggregating up it restricts possible ways the data can be organised in the future if a new need appears. It is always better to record data in the most basic possible format.

DO NOT MERGE CELLS IN A SPREADSHEET

This can break some functionality in spreadsheets such as pivot tables and filters. An alternative method is to repeat the cell value or use colour to indicate the range.



KEEP DATA TYPES CONSISTENT IN COLUMNS

Try to make sure that columns do not contain mixed data types such as numbers and words.

By making sure all the data types are the same it means that data operations (e.g. sum) can be carried out over the columns.

B	C	D
activity	district	Beneficiary numb
shelter	Kathmandu	320
shelter	Bhaktapur	Two hundred
WASH	Kathmandu	50%
WASH	Dhading	400



KEEP DATA NAMES CONSISTENT

Consistent data naming means that when a spreadsheet is visualised or summarised that all the correct instances of the data are picked up. Below we have the same organisation spelt different ways and a simple filter may not pick them all up.

	A	B	C	
1	org	activity	district	
2	RedCross	shelter	Kathmandu	
3	red cross	shelter	Bhaktapur	
4	Red Cross	WASH	Kathmandu	
5	redcross	WASH	Dhading	
6				



KEEP ALL SIMILAR DATA IN ONE SHEET OR DATA SET

By placing data in separate sheets it hinders the process of aggregation. Below is one spreadsheet with one tab for each district. It could have been put into one table with a column for district as in column A in the second image. If a report is needed for one district a pivot table can be used to generate this.



	A	B	C
1	district	org	activity
2	Kathmandu	RedCross	shelter
3	Bhaktapur	red cross	shelter
4	Kathmandu	Red Cross	WASH
5	Dhading	redcross	WASH
6			

DO NOT USE COLOUR TO REPRESENT DATA

When a machine reads the data or it is copied to another sheet there is a chance that the formatting is lost along with the data it represents. Create an extra column for the data attribute. Colour could still be used to highlight data.

Type Colour Key WHO (21		Type Colour Key DoD (06 Nov 2014)	
ETC is plann	No partner interest	ETC is plann	Partner registered interest but no
ETC is plann	Partner confirmed (MOU signed, fu	ETC is open	No Information
ETC is open	ETC Open	No Informatic	
No Informatic			

Further Information	
Triage	Includes referral and Isolation
ETC	Treatment centre, some include isolation areas

Type1	Type2	WHO Status (SLE & GIN: 21/10/14) & DoD Status (LBR: 06/11/14)	Capacity	Notes
#loctype	#loctype	#status	#people_r	#_notes
Triage	ETC	ETC Open	27	Bomi County Health Te
ETC		Partner confirmed (MOU	100	As of 11 Nov had 27 of
ETC	Triage	ETC Open	70	Current 70, Potential c
ETC				

DATA MANAGING

SPOT CHECK YOUR DATA

A spot check is a quick process where you pick 5 to 10 random lines of your data and check them thoroughly. It is especially important to do so with derived data.

It helps to check that your process is working consistently through the whole data set.

6	C-BAG-23	Sindhupalch	524 2 05 23	3532	123	3831	69105	69105	66743	2362	927	9232
7	C-BAG-30	Dhading	524 2 05 30	678	3	838	73842	59475	47997	11478		4441
8	C-BAG-24	Kabhrepalanch	524 2 05 24	318	3	1271	77781	53444	53444	23505		12364
9	C-BAG-28	Nuwakot	524 2 05 28	1109	15	1570	74999	71813	71813	3186		3405
10	C-JAN-22	Dolakha	524 2 04 22	177	12	259	57744	57744	57744		500	7212
11	W-GAN-36	Gorkha	524 3 07 36	449	1	2123	57518	44650	43941	13577		8177
12	C-BAG-29	Rasuwa	524 2 05 29	660	71	752	9422	8952	8557	395	849	1810
13	W-GAN-37	Lamjung	524 3 07 37	5		43	13273	13273	7929	5344		1284
14	E-SAG-13	Khotang	524 1 03 12			7	6873	2110	2110	4761		10817
15	C-JAN-21	Ramechhap	524 2 04 21	42		132	41278	44000	44000	26128		2200
16	C-NAR-35	Chitwan	524 2 06 35	10		2	10474	2241	2241	3926		187
17	E-SAG-11	Solukhumbu	524 1 03 11	22		79	10390	8258	2396	5862		2405

CHECK MAXIMUMS, MINIMUMS AND SUMS

When reviewing your data always carry out checks on the extreme. If you have someone over 200 years old in your data you can probably safely assume that something needs correcting in the process.

SENSE CHECK

Does your data make sense? If you have more people affected than the population of the area, something has probably gone wrong in the process.

CHECK FOR DUPLICATES

To quickly find and remove duplicates from your data make use of the sorting function on multiple columns. This will order duplicated rows next to each other.

A	B	C	D	E	F	G	H
Id	Pcode	Districts	pcode	Dead People	Missing Peop	Injured Peop	Affected Far Disp
1							
2							
3	1 C-BAG-27	Kathmandu	524 2 05 27	32245			
4	2 C-BAG-25	Lalitpur	524 2 05 25	35648			
5	3 C-BAG-26	Bhaktapur	524 2 05 26	34192			
6	4 C-BAG-23	Sindhupalch	524 2 05 23	69105			
7	5 C-BAG-30	Dhading	524 2 05 30	73842			
8	6 C-BAG-24	Kabhrepalan	524 2 05 24	77781			
9	7 C-BAG-28	Nuwakot	524 2 05 28	74999			
10	8 C-JAN-22	Dolakha	524 2 04 22	57744			
11	9 W-GAN-36	Gorkha	524 3 07 36	57518			
12	10 C-BAG-29	Rasuwa	524 2 05 29	9422			
13	11 W-GAN-37	Lamjung	524 3 07 37	13273			
14	12 E-SAG-13	Khotang	524 1 03 12	6873			
15	13 C-JAN-21	Ramechhap	524 2 04 21	41278			
16	14 C-NAR-35	Chitwan	524 2 06 35	10474			
17	15 E-SAG-11	Solukhumbu	524 1 03 11	10390			
18	16 C-JAN-17	Dhanusha	524 2 04 17	22610			
19	17 W-GAN-38	Tanahun	524 3 07 40	22610			
20	17 W-GAN-38	Tanahun	524 3 07 40	27000			
21	18 C-NAR-31	Makwanpur	524 2 06 31	16417			
22	19 C-JAN-20	Sindhuli	524 2 04 20				
23	20 E-MEC-01	Taplejung	524 1 01 01				
24	21 M-RAP-56	Dang	524 4 10 56				
25	22 E-SAG-12	Okhaldhung	524 1 03 13				

USE OFFICIAL CODES TO REPRESENT REGIONS AND DISTRICTS WHERE POSSIBLE

In many countries where humanitarians operations are being carried out there will be official codes from administration areas. As place names can be spelt in many ways especially where foreign characters are used it can be hard to compare and join datasets without these codes. Many hours of time can be saved by using them.

C	D
Districts	pcode
#adm3	#adm3+cc
Kathmandu	524 2 05 27
Lalitpur	524 2 05 25
Bhaktapur	524 2 05 26

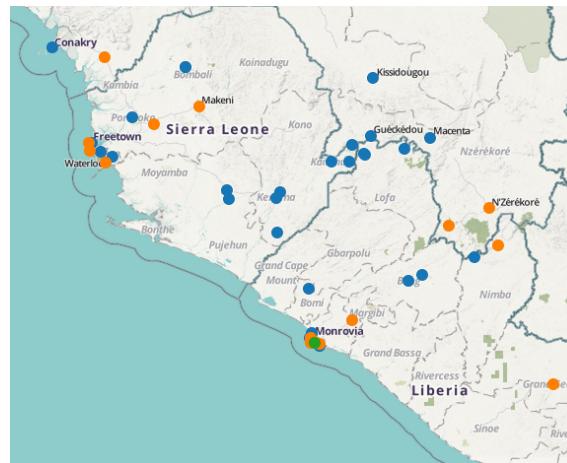
CHECK RELATIONSHIPS

If you expect certain relationships between data such as an administration code only belongs to one place this can also be checked with pivot tables. By dropping both fields into the row columns it shows all the matches between the two data columns. Here we can see 524 2 05 25 has been used twice by accident.

दोलक्खा	Row Labels
▼ 524 2 05 23	#adm3+code
Sindhupalchowk	#adm3
▼ 524 2 05 24	
Kabhrepalanchok	
▼ 524 2 05 25	
Kathmandu	
Lalitpur	
▼ 524 2 05 26	
Bhaktapur	
▼ 524 2 05 28	
Nuwakot	
524 2 05 30	

GET COORDINATES FOR POINT DATA

If you have data that represents a point such as a hospital or a household instead of just naming it or giving its address you could also collect coordinates for it. There are many possible ways of doing this.



A [GPS device](#) can be used to get coordinate points. Most smartphones now contain the technology to do this. Mobile data collection applications can also help with the process.



Addresses can be [geocoded](#) to get coordinates. However in many developing countries the addresses are not well documented or are non-existent. It's better to record the coordinate data at the same time as data collection.

HXLATE YOUR DATA

HXL is a different kind of data standard, designed to improve information sharing during a humanitarian crisis without adding extra reporting burdens. By adding HXL to your data you help to make that data more understandable and easier to process in the future.

A	B	C	D	E
1	NEPAL: Who is doing What, Where (4W)			
2	WHO		WHAT	
3	Agency Acronym	Agency Full Name	Sector / Cluster	Sub Cluster
4	#org-#code	#org	#sector	#subsector
5				Type of activity [insert applicable #() from sheet of same file]
6				#activity
7				#activity-type
8	MI	Medical International	Health	Type 1
9		Medicins	Health	Type 1
10		Heart to Heart International	Health	Type 1
11		Japan Ground Self Defense Force	Health	
12	JDR	Japan Disaster Relief Medical Team	Health	FMT
13	GNI	Good Neighbors International	Health	Type 1
14	IOM	International Organization for Migration	Health	MH, RH, FMT
15	IOM	International Organization for Migration	Health	MH, RH, FMT
16	IOM	International Organization for Migration	Health	MH, RH, FMT
17	IMC	International Medical Corps	Health	MH, FMT, MH
18	IMC	International Medical Corps	Health	MH, FMT, MH

3W data with HXL tags (on 7th row) used in the Nepal 2015 Earthquake Response

HXL website - Go here to learn how to use HXL: <http://hxstandard.org/>

HXL Postcard

#HXL
Humanitarian Exchange Language
hxstandard.org

What is HXL?
HXL is a different kind of data standard, designed to improve information sharing during a humanitarian crisis without adding extra reporting burdens.

Adding HXL tags

Organisation	Cluster	District
#org	#sector	#adm1
Org A	WASH	Coast
Org B	Health	Mountains
Org C	Education	Coast

Add HXL tags between the last row of headers and the first row of data.
Use attributes like `+code` to refine tags.
If you need to create new tags, start them with `#x_` (e.g. `#x_virulence`).

Some suggested attributes

People	Dates	Impact
+f	+start	+killed
+m	+end	+injured
+i	+reported	+infected
+infants		+displaced
+children	Geography	+ids
+adolescents	+lat	+refugees
+adults	+lon	+incamp
+elderly	+bounds	+noncamp

Tag + attribute examples

<code>#adm2 +code</code>	admin 2 p-code
<code>#affected +f</code>	females affected
<code>#geo +bounds +url</code>	link to shape file
<code>#description +fr</code>	French description
<code>#meta +source</code>	data source

#HXL
Humanitarian Exchange Language
hxstandard.org

Places

<code>#region</code>	multi-country region
<code>#country</code>	country name
<code>#adm1</code>	administrative
<code>_ #adm5</code>	subdivisions
<code>#adm1+code</code>	admin level 1 p-code
<code>#loc</code>	place (camp, building, etc.)
<code>#geo</code>	geographical info
<code>#geo+lat</code>	latitude
<code>#geo+lon</code>	longitude

Responses and other operations

<code>#activity</code>	project or activity name
<code>#org</code>	organisation name
<code>#contact</code>	contact info
<code>#sector</code>	sector or cluster name
<code>#subsector</code>	subsector name
<code>#indicator</code>	indicator name
<code>#capacity</code>	response capacity
<code>#output</code>	activity output
<code>#operations</code>	operation-related info

People and households

<code>#affected</code>	number affected
<code>#inneed</code>	number in need
<code>#targeted</code>	number targeted
<code>#reached</code>	number reached
<code>#population</code>	population category
<code>#beneficiary</code>	beneficiary category

Crises and incidents

<code>#crisis</code>	crisis/emergency name
<code>#cause</code>	crisis or incident cause
<code>#impact</code>	crisis or incident impact
<code>#severity</code>	crisis or incident severity

Extras

<code>#date</code>	day or period
<code>#status</code>	e.g. active
<code>#description</code>	general text
<code>#meta</code>	general meta data

Download HXL Postcard

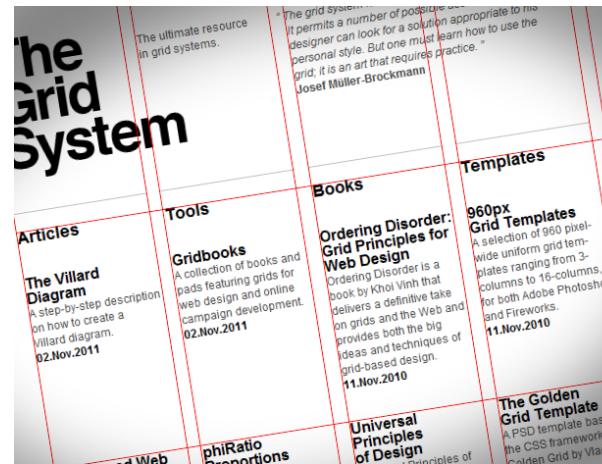
VISUALISING

REMOVE VISUAL NOISE

By removing unnecessary visual elements it allows for easier interpretation of the data.

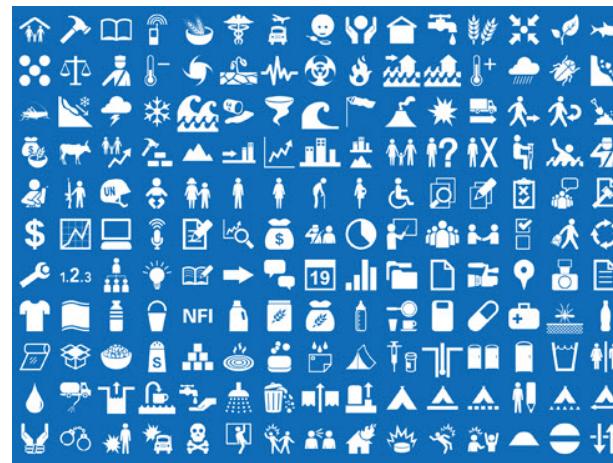
ALIGNMENT

Misaligning elements can make a product look distracting and hard for the user to follow. By aligning elements to a grid system you make the product more appealing and easier to comprehend.



USE STANDARD ICONOGRAPHY

When producing reports, maps or dashboards using standard iconography can help the viewer quickly interpret the themes and meanings from familiar pictures.

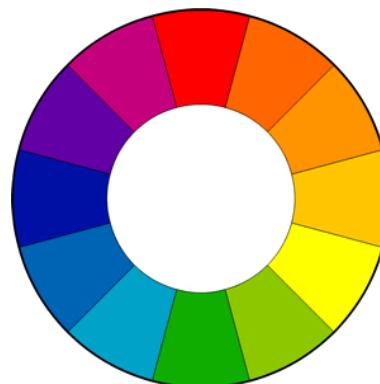


35

An article about humanitarian icons

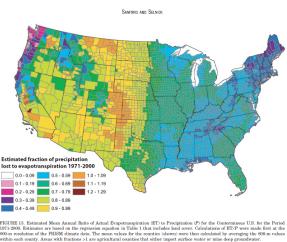
BE AWARE OF COLOUR CONNOTATIONS

Colours have different meaning attached to them. If you colour areas on a map red, some people will assume that it may indicate an area of danger when this may not be your intent. It is worth being aware that different colours may have different meanings in various cultures.



CHOOSE READABLE COLOUR SCHEMES

Be careful when choosing colours, especially on maps, to make sure everyone can read them. Your product may be printed in black and white or read by someone with colour blindness. Choosing a simple colour scale with varying lightness can solve this problem.



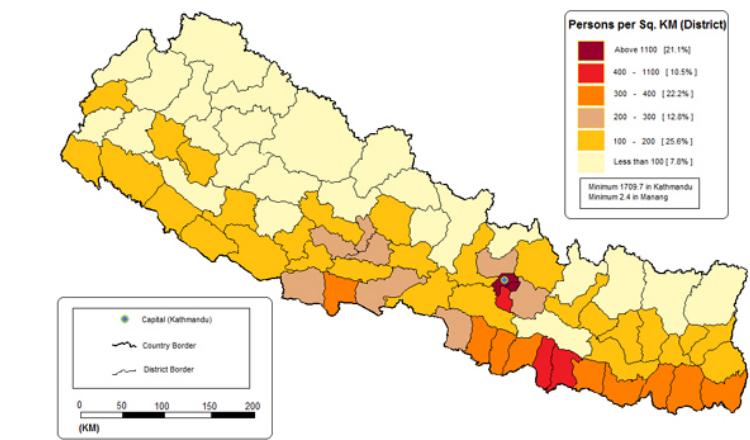
An example of a difficult to read colour scheme

There are good tools out there for helping to pick a good colour scheme.

[Color Brewer](#) is a particular good tool which has options for selecting schemes that work on black and white printers and for people with colour blindness

MAKE MAPS

If your data has a geographical element it may be better to represent it as a map rather than a data table. There are a few free and paid software and services that can do this.



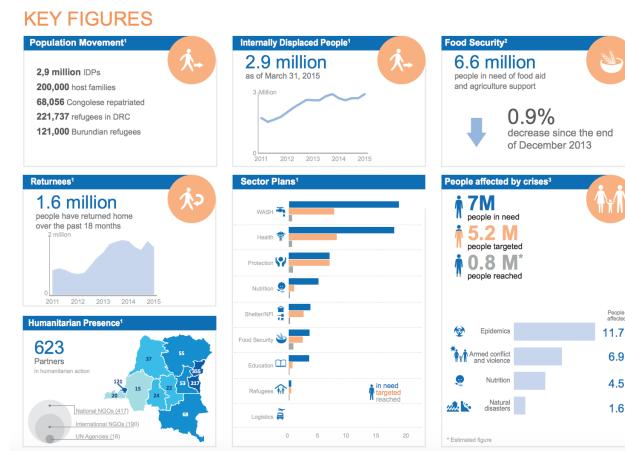
MAKE MAPS

[QGIS](#) is open source software used for creating maps.

[QGIS tutorials](#) is a website that contains a lot of learning material for making maps with QGIS.

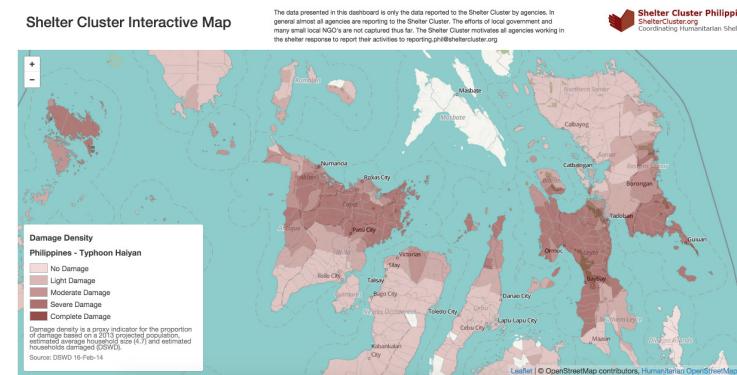
MAKE INFOGRAPHICS AND DASHBOARDS

Your pivot table report may tell everything a manager or the public needs to know, however engagement of it will be low. By making infographics and dashboards it will help to get the key figures read.



MAKE WEB MAPS

Web maps can allow the user to interact with the map by zooming, panning, clicking and turning layers on and off. This extra control means more data can be given to the user and they can customise what they are seeing for their own analysis.

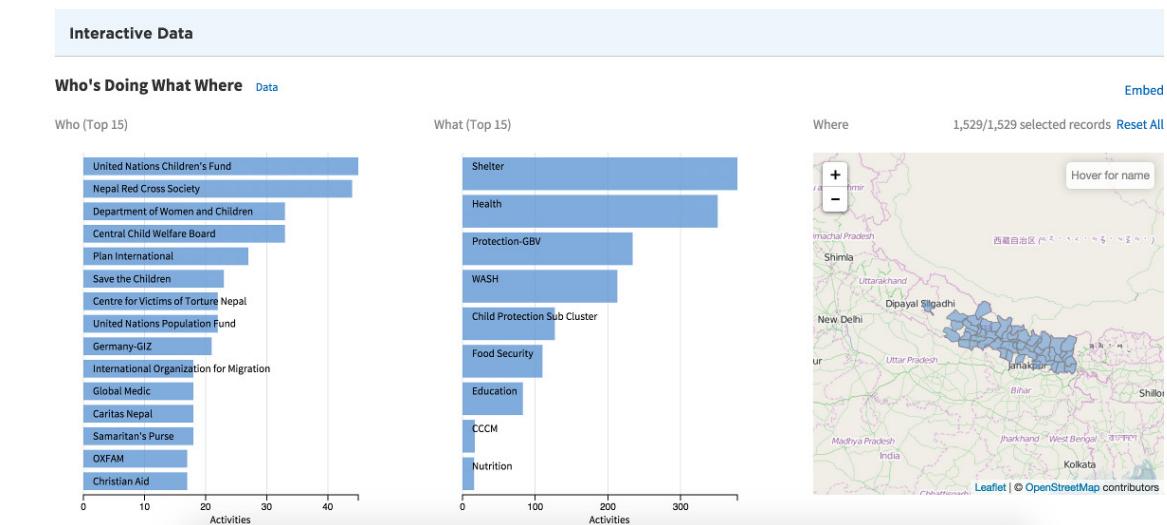


For those who do not know how to code there are services out there that provide web maps. [CartoDB](#) is a popular service to get web maps of your data up and running quickly.

For the more adventurous it is possible to code your own web maps with JavaScript. [Leaflet](#) is a good library to start with.

MAKE INTERACTIVE DASHBOARDS

Interactive dashboards are harder to make, but can allow a user to drill down, slice and really analyse a data set.



A popular paid software for doing this is [Tableau](#). They also have a free version for personal use to try.

If you are familiar with coding there are some great javascript libraries to make online dashboards with. It is worth have a read around [d3.js](#), [crossfilter.js](#) and [dc.js](#).

SHARING

SHARE YOUR DATA IN A SPREADSHEET NOT A PDF

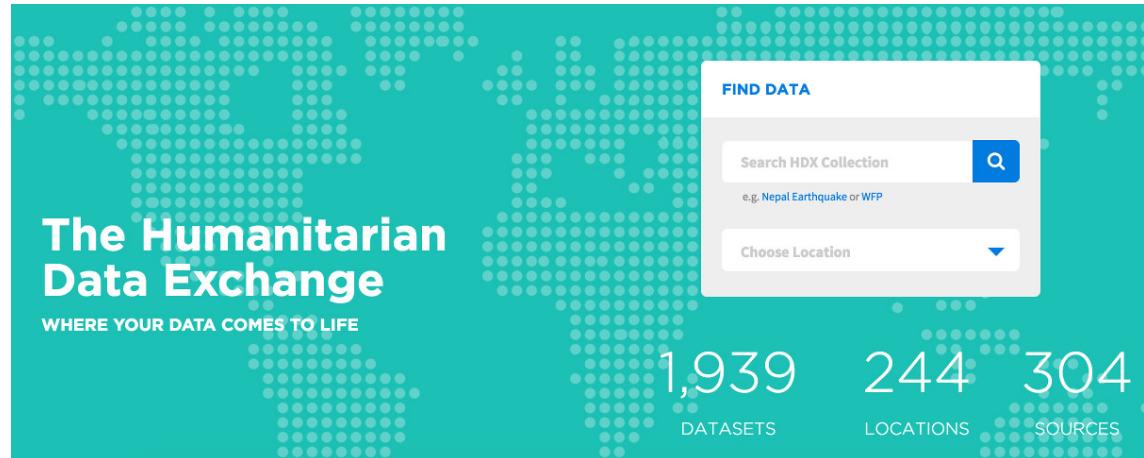
If you want to share your data for others to use then a spreadsheet is better than a table in a PDF. Data tables in PDFs do not always copy well to a spreadsheet and hours can be wasted getting the data into a usable format. Consider also sharing the data behind maps and reports for other people to make use of.



Dale Kunce @calimapnerd · Apr 27
friends don't send friends pdf or @esri
proprietary formats.

SHARE OPEN DATA ON HDX

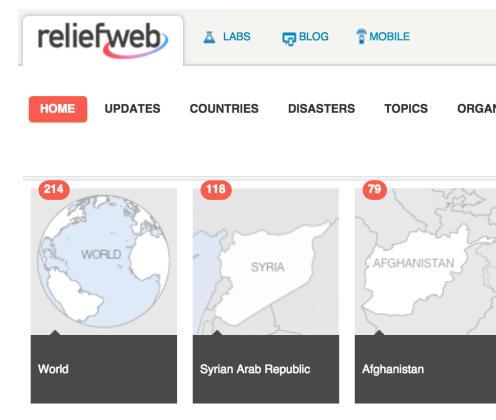
The Humanitarian Data Exchange is a data sharing platform for humanitarian data. By sharing data we allow more people to make informed data driven decisions.



SHARE REPORTS AND DASHBOARDS ON RELIEF WEB

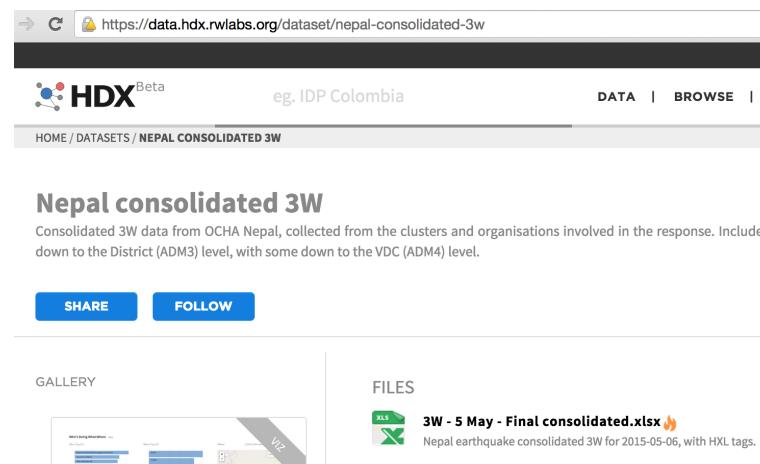
By sharing your products on relief web others in the humanitarian community can find them and use them.

[Relief Web](#)



USE CONSISTENT WEB ADDRESSES FOR UPDATES

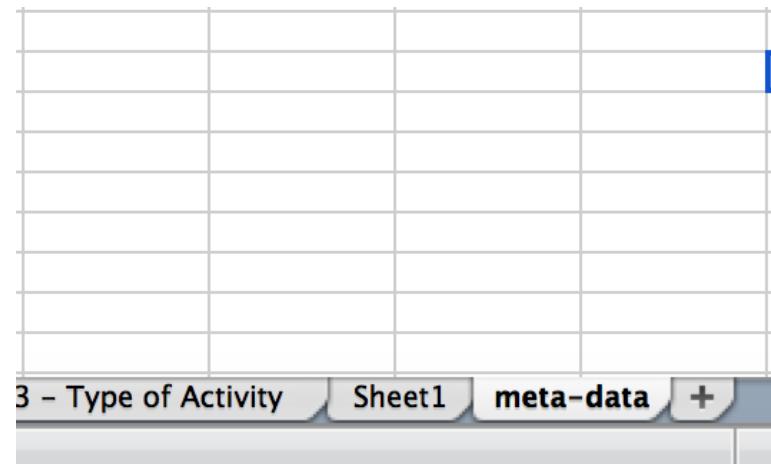
A user may bookmark or directly link to your data set from another location. If you do not use the same web address for updated information this will be missed.



The screenshot shows a web browser window with the URL <https://data.hdx.rwlabs.org/dataset/nepal-consolidated-3w>. The page is titled "Nepal consolidated 3W". It features a "SHARE" and "FOLLOW" button at the top. Below the title, there is a "GALLERY" section with a thumbnail image and a "FILES" section with a file named "3W - 5 May - Final consolidated.xlsx". The page is part of the "HDX Beta" platform, which is associated with "eg. IDP Colombia". Navigation links for "DATA" and "BROWSE" are visible at the top right.

EMBED META-DATA IN THE DOCUMENT

Data often gets shared in ad hoc ways through emails and online services. If the meta data is not in the data document then the two can get separated.



SOFT SKILLS

VERBAL COMMUNICATION

While information management products can communicate the data and a message, an information manager will often find themselves in meetings and presentations. To be able to verbally communicate the data and to simplify complex ideas is a powerful tool.

LISTEN

Listen and be patient while understanding the needs of the users of your IM products. Find out their constraints and resources. Summarise what you think they want and get them to agree. Don't build what you think they need, make what they actually need. Follow the steps on the listening wheel below to help.



DISTILL THE QUESTIONS

The question the user may originally pose or product that the user may ask for might not always be what they actually want. Sometimes people make their own interpretation of solving a problem. By discussing the problem and ideas with them better solutions may be found.

DON'T MAKE ASSUMPTIONS ABOUT THE USER

When talking to users or producing products for the user make no assumptions about what they already know. Listen to their constraints and knowledge.

TAKE BREAKS AND GET GOOD SLEEP

Humanitarian Response can be stressful and exhausting work. Give yourself regular breaks and make sure you get enough sleep!

GET INVOLVED

GET INVOLVED

This is an open source project so anybody can add tips and resources to make it more comprehensive.

Contact [Simon Johnson](#) for more details.

This project is hosted on [Github](#).

THANKS TO...

Andrew Braye

Heidi El Hosaini

Robert Banick

Jean Mège

Jagoda Pietrzak

Shruti Grover