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**UNIVERSITY OF CAPE COAST**

# COLLEGE OF HUMANITIES AND LEGAL STUDIES

**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**DMA820S: DATA CURATION AND MANAGEMENT**

**ASSIGNMENT 2**

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**(A).**

Ensuring high data quality is essential for efficient governance, planning, and service delivery in order to support the vision of Effia-Kwesimintsim Municipal Assembly. The following six suggested Data Quality Performance Indicators (DQPI) can assist in reaching this objective:

**Data Accuracy:**

Precise information facilitates informed decision-making, thereby endorsing the objectives of the Assembly. This ensures that decisions are based on facts, leading to more effective policy implementation and resource allocation.

**Data Completeness:**

This is the degree to which all necessary information is available, without any fields being missing or records being incomplete. Incomplete data can lead to gaps in understanding and decision-making, potentially overlooking critical areas that need attention.

**Data Timeliness:**

Making sure data is accessible when operations and decision-making call for it.

Timely data is crucial for responding to issues promptly, planning effectively, and monitoring progress towards goals.

**Data Consistency:**

Uniformity among datasets, guaranteeing that information is the same throughout all systems or reports in which it appears. Consistent data helps in comparing information over time or across different departments, ensuring reliable analysis and reporting.

**Data Accessibility:**

Ensuring that authorized personnel can easily retrieve and utilize data.   
Decision-making processes can be completed more quickly and effectively when data is easily accessible.

**Data Relevance:**

Ensuring that the information gathered is relevant to the aims and purposes of the Assembly.   
By gathering pertinent data, it is possible to prevent the waste of resources on pointless or irrelevant information.

**(B).**

Which administrative data points should be prioritized for archiving over the next five years should depend on the organization's specific operational needs, legal requirements, and strategic objectives? The Effia-Kwesimintsim Municipal Assembly should prioritize the following five important data points:

**Employee Records:**

Human resource management relies heavily on employee records, which include training materials, payroll information, employment contracts, performance reviews, and evaluations. Labor laws are followed, performance management is supported, workforce planning is facilitated, conflicts are settled, and employees are treated fairly when these records are archived.

**Financial and Accounting Records:**

Maintaining financial transparency, adhering to legal requirements, and assisting with strategic financial planning all depend on financial records, which include annual reports, tax filings, budgets, and expense reports. By archiving these documents, the company can make sure that financial decisions are supported by accurate historical data and examine financial trends.

**Project and Program Documentation:**

Information about public buildings, roads, bridges, utilities, and other infrastructure is crucial for development, upkeep, and disaster relief. The Assembly can prioritize repairs and upgrades, keep an eye on asset condition, and make plans for future infrastructure needs. Long-term urban development strategies are also supported by it and helps in learning from past mistakes.

**Compliance and Regulatory Records:**

For risk management and legal protection (licenses, certifications and inspection reports), records pertaining to adherence to industry standards, legal requirements, and internal policies are essential. By archiving these documents, the company can guarantee compliance for audits, effectively manage risks, and stay out of trouble with the law.

**Population and Demographic Data:**

When planning services like healthcare, education, and infrastructure, demographic data, such as age distribution, gender, household size, and migration patterns is essential. By archiving this data, the Assembly can keep an eye on population trends and modify resource allocation and policy as necessary.