WORKFLOW EVALUATION

We've found that technology tools are most likely to make a sustainable improvement to human rights documentation work when they fit into existing workflows. This worksheet is intended to help you think through your current workflows and identify areas for improvement.

Data Collection

Where do you get your data?	**What format is your data in?**
Who needs to be involved in data collection?	**What tools do you use for data collection?**
What works well about your current approach?	**What doesn't work well about your current approach?**

Data Storage

What tools do you use for data storage?

Who needs to have access to your data?

Describe your the complexity of your data

What are your security needs around data storage?

What works well about your current approach?

What doesn't work well about your current approach?

Data Analysis

What kinds of questions do you want to answer through analyses?

What kinds of analyses would enable you to get those insights?

Who needs to be involved during data analysis?

What tools are you currently using for data analysis?

What works well about your current approach?

What doesn't work well about your current approach?

Communication

What do you need to communicate about your data internally?

What do you need to communicate about your data externally?

What format does your data need to be in to reach your audience?

What tools do you currently use for communication?

What works well about your current approach?

What doesn't work well about your current approach?

Archiving & Digitizing

Does your data currently exist in a digital format?

What benefits would you experience through digitizing?

What technological infrastructure needs to be set up in order to digitize and store your data?

How long would you need to be able to access your data?

Who would need to have access to your data?