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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**

**Assignment 2**

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**DATA QUALITY PERFORMANCE INDICATORS RECOMMENDATIONS FOR LA DADE-KOTOPON MUNICIPAL ASSEMBLY (LaDMA)**

Data quality performance refers to how well an organization manages and maintains the accuracy, completeness, consistency, and reliability of its data. It's a measure of how fit the data is for its intended use.

**DATA ACCURACY**

La Dade-Kotopon Municipal Assembly (LaDMA), data accuracy is a crucial performance metric since it guarantees that all information gathered and shared is accurate, dependable, and error-free. Accurate data provides a strong basis for well-informed decision-making, empowering the Assembly to deploy resources wisely and carry out community-focused policies.

**DATA COMPLETENESS**

A crucial indicator of how well all relevant information has been accurately and completely recorded, without any omissions or gaps, is data completeness. Ensuring data completeness is crucial for La Dade-Kotopon Municipal Assembly (LaDMA) because it gives an overview of the Assembly's operations, community needs, and available resources. municipality is sufficiently serviced.

**DATA TIMELINESS**

Data timeliness measures how quickly information is gathered, processed, and made accessible for use, ensuring that it is current and pertinent. Timely data is crucial for responsive governance for the La Dade-Kotopon Municipal Assembly (LaDMA) because it allows the Assembly to take prompt action in addressing new issues and making well-informed decisions.

**DATA CONSISTENCY**

To make sure that data is stable and coherent throughout its lifecycle, data consistency at La Dade-Kotopon Municipal Assembly (LaDMA) evaluates the consistency of information across multiple sources and systems. LaDMA depends on consistent data because it avoids disparities that can result from contradicting information and makes sure that all departments use and interpret the same data in a coordinated way.

**DATA ACCESSIBILITY**

Data accessibility measures the ease with which pertinent stakeholders can access and use the information they require, guaranteeing that data is available to those who require it at the appropriate time. High data accessibility is essential to the La Dade-Kotopon Municipal Assembly (LaDMA) because it promotes transparency by making the Assembly's actions and decisions visible to the public and internal departments.

**DATA SECURITY**

The goal of data security is to protect all of the information held by La Dade-Kotopon Municipal Assembly (LaDMA) from potential threats, unauthorized access, and security breaches. To prevent sensitive data from getting into the wrong hands such as financial records, personal information, and strategic plans strong security measures must be put in place.

**ADMINISTRATIVE DATA POINTS LADMA SHOULD PRIORITIZE FOR ARCHIVING**

**Financial Records (Budgets, Expenditures, and Audits)**

Financial records, including budgets, expenditures, and audits, are vital for monitoring LaDMA's fiscal health and ensuring transparency. Archiving these records supports accurate financial reporting and informed decision-making, aiding in future budget planning. This practice also enhances accountability by providing a documented history of financial activities, essential for audits and maintaining public trust.

**Infrastructure and Development Project Data**

Infrastructure and Development Project Data includes comprehensive records of public works and urban development initiatives. This archive covers project plans, timelines, budgets, progress reports, and outcomes for both ongoing and completed projects. Maintaining this data enables the Assembly to analyze project efficiency, assess long-term community impact, and make informed decisions for future development efforts based on historical insights.

**Human Resource Records**

Human Resource Records encompass comprehensive documentation of employee information, including employment contracts, performance evaluations, and training histories. These archives are crucial for effective workforce management, enabling the Assembly to track employee development, and succession plans, and ensure compliance with labor laws and regulations. Maintaining these records supports informed decision-making in personnel matters and helps create a more efficient, well-managed organizational structure.

**Community Feedback and Engagement Data**

Community Feedback and Engagement Data includes information from public consultations, surveys, and other citizen interaction channels. This archive helps track public opinion, assess policy effectiveness, and measure the Assembly's responsiveness. By maintaining this data, the Assembly can make informed decisions, improve services, and ensure governance remains inclusive and responsive to community needs.

**Legislative and Regulatory Documents**

Legislative and Regulatory Documents include bylaws, policies, ordinances, and related legal materials that define the Assembly's powers and community regulations. Archiving these documents creates a comprehensive legal history, providing context for current laws and serving as a crucial reference for decision-makers. This archive ensures operational consistency, legal compliance, and informed policymaking aligned with local and national frameworks.

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