




Job Aid: Review the Data Visualization

Overview: This job aid will walk you through reviewing your data visualization for accuracy of content and alignment to your client's goals.

Directions: Below are the general steps for reviewing a data visualization. You should use this checklist while you work through the scenario practice. As you go through each step, check the box to the right to show it has been completed. You may take down any notes/comments you find helpful under the comments section. You can print this job aid for your convenience.

No.	Steps		Check	Comments
1	Take notes throughout your review process to help you remember what you need to update and inform your storytelling about the data.		<input type="checkbox"/>	
2	Review your data visualization/presentation for accuracy of data categories and proper use of terminology by comparing the data visualization/presentation with your notes and background information.		<input type="checkbox"/>	
3	Review your data visualization/presentation for any spelling or grammatical errors.		<input type="checkbox"/>	
4	<p>Review your data visualization/presentation for appropriate use of visual types, design principles and layout using the following job aids:</p> <div>  <p>Job Aid Identify Appropriate Visual Types.pdf</p> </div> <div>  <p>Job Aid Lay Out the Data Visualization.pdf</p> </div> <div>  <p>Job Aid Review Design Elements.pdf</p> </div>		<input type="checkbox"/>	
5	Review if the design elements you selected meet your audience's needs/goals.			
5.1	Identify each goal in sequence.		<input type="checkbox"/>	

No.	Steps		Check	Comments
5.2	Identify the visualization that you believe matches your audience's goal/need.		<input type="checkbox"/>	
5.3	Ask yourself, "Does the visualization presented best match the audience's goal/needs?" (Think about how you would explain each element of the dashboard to your audience and describe why it will help them meet their goals.)		<input type="checkbox"/>	
5.4	If you can explain how the design element best meets their needs, continue checking the visualization against each one of your client's goals.		<input type="checkbox"/>	
5.5	<p>If a goal is not met or an element of the visualization does not match your audience's goals/needs, then go back and identify the design element that will work, using the following job aid:</p> <div data-bbox="397 877 462 940" data-label="Image"> </div> <p>Job Aid Identify Appropriate Visual Types.pdf</p>		<input type="checkbox"/>	