**UNIVERSITY OF CAPE COAST**



**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**DATA CURATION AND MANAGEMENT**

**DMA820**

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**ASSIGNMENT 2**

**NAME INDEX NUMBER**

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ASSIGNMENT;

* Outline six (6) Data quality performance indicates recommendable for meeting the vision of your institution. (One page)
* Identify and justify five administrative data points your organization should prioritize for archiving for next five years. (1 Page)

# **Data Quality Performance Indicators and Archiving Priorities**

## **1. Six (6) Data Quality Performance Indicators for Meeting the Vision of the Institution**

To achieve the institutional vision of delivering credible, timely, and actionable information for decision-making, the following six data quality performance indicators are recommended:

1. Accuracy

Ensures that data correctly represents the real-world values it is intended to model. Accurate data reduces the risk of errors in policy formulation, planning, and reporting.

2. Completeness

Guarantees that all required data elements are available without omissions. Incomplete data can compromise analysis and lead to flawed decisions, undermining institutional credibility.

3. Timeliness

Measures how current and up-to-date the data is relative to its intended use. Timely data is essential for proactive decision-making and quick institutional response to emerging issues.

4. Consistency

Assures uniformity of data across different systems, departments, or periods. Consistent data prevents confusion and misinterpretation, strengthening organizational coherence.

5. Relevance

Evaluates the extent to which data meets the needs of the institution’s stakeholders and strategic objectives. Relevant data ensures resources are focused on information that supports the institutional vision.

6. Accessibility

Ensures that authorized users can easily retrieve and use the data without unnecessary barriers. Accessible data promotes transparency, collaboration, and efficient service delivery.

## **2. Five (5) Administrative Data Points to Prioritise for Archiving Over the Next Five Years**

Given the need to maintain institutional memory, ensure compliance, and support evidence-based management, the following five administrative data points should be prioritized for archiving:

1. Staff Employment and Service Records

Justification: Critical for workforce planning, promotions, succession management, and compliance with labour laws. Serves as an institutional history of human resource management.

2. Financial Statements and Audit Reports

Justification: Essential for accountability, transparency, and tracking fiscal performance over time. Facilitates budget forecasting and compliance with financial regulations.

3. Student/Client Enrollment and Performance Data (for academic or service-oriented institutions)

Justification: Provides insights into service uptake, performance trends, and program effectiveness. Supports accreditation, reporting, and strategic planning.

4. Procurement and Asset Management Records

Justification: Necessary for tracking institutional investments, managing depreciation, and ensuring compliance with procurement regulations.

5. Policy Documents and Strategic Plans

Justification: Preserves the institutional direction, decision-making frameworks, and governance priorities. Serves as a reference for future planning and evaluation.