

# Templatize

Participatory activities for purposeful, transparent,  
and people-centric dataset documentation

[pair-code.github.io/datacardsplaybook](https://pair-code.github.io/datacardsplaybook) ↗

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01 ASK • ACTIVITY

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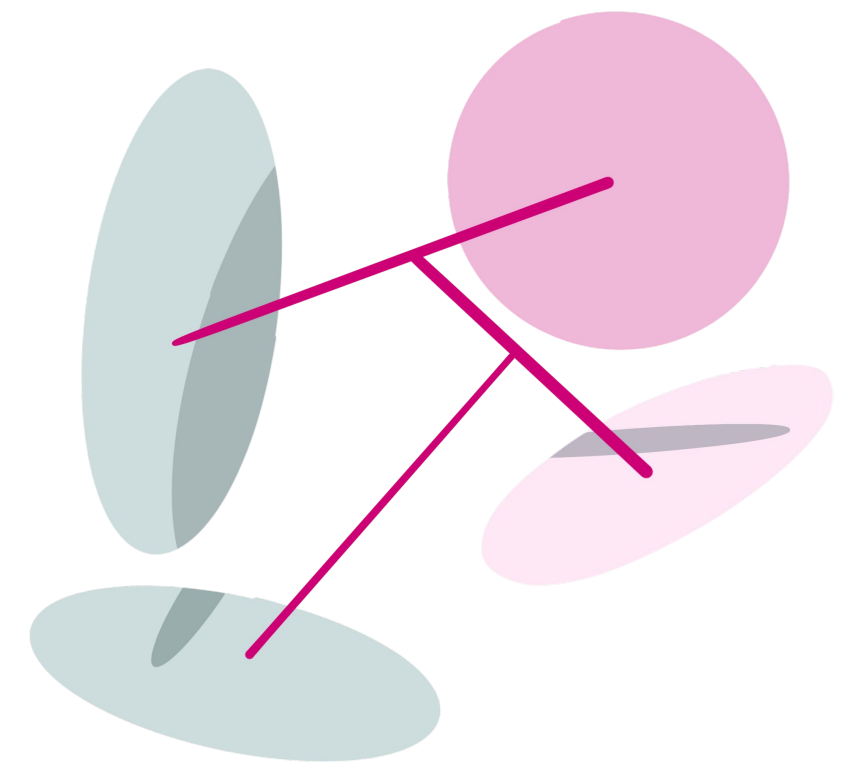
# Templatize

# Prerequisite checklist

## BEFORE YOU BEGIN

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- Understand the structure of Data Cards
- Completed Lens and Scopes brainstorm
- Update results from aforementioned in the Activity Tracker for future reference

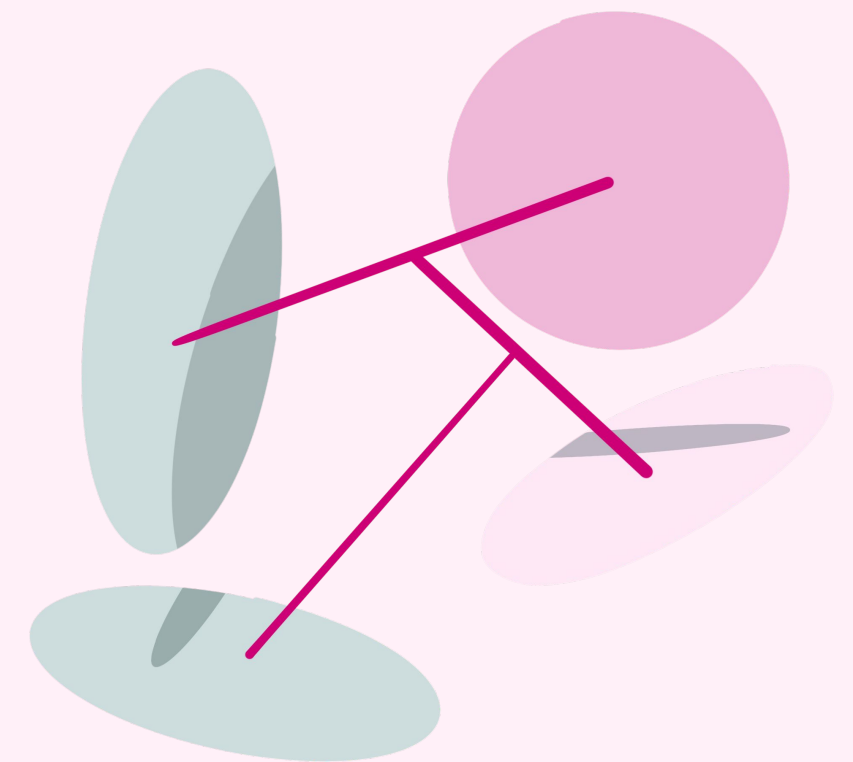


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# Data Card Template

Create an intentionally multi-faceted template for your Data Card, which can be critically examined.

- Lenses and scopes should cover almost all of your agents' information needs
- Arrange these into a template based on emergent organization schemes
- Examine this template to find gaps and opportunities



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# Pro-tips for Data Card Template activity



## **Make it snappy**

Convert a lens into a short title, each denoting one section (or sub-section)



## **Keep it tidy**

Organize scopes in rows aligned with each section, for easy reference



## **Consolidate where possible**

It's ok to produce sets of scopes which have  $n$  telescopic questions,  $n+$  periscopic questions,  $n++$  microscopic questions



## **Think outside the box**

Consider how you might update, add, or extend the sections

# Use scopes and lens to make a Data Card Template

**Step 1:** Categorize your scopes and lenses into categories

Suggested: Summary, Access & Licenses, O,F,T,E,n

**Step 2:** Organize scopes and lenses in sections

**Step 3:** Turn lenses into titles and scopes into content placeholders

**Step 4:** Evaluate each section critically, refining your template as you go

**Step 5:** Transfer results to the Activity Tracker tab in your tracker

Take note of modality-specific lenses. These will become customizable units for your Data Card template.



Write lens here (Title)

Category

Organize your lenses & scopes into categories and then create sections.

Use the following prompts to discuss and evaluate each section:

- Does this section support the attributes and characteristics described in the Persona Worksheets? Which personas and how?
- Is this category too dense or sparse? Is this intentional?
- Is there a meaningful hierarchy expressed in the lenses & scopes?
- How does this section relate to others? Are there any other sections or sub-sections that are relevant?

Publishers of the dataset

telescopic

What’s the name of the institution or organization who published it?

Can publishers be contacted?

periscopic

Which team, group, or group of individuals are responsible for publishing the dataset?

What kind of institution or organization is the publishing party?

Where are publishers located?

How can publishers be contacted for feedback?

Origins

microscopic

Who’s (individual) primarily responsible for publishing the dataset?

If the publishers are different from creators of the dataset, who are the creators?

How are creators involved with the dataset if different from publishers?

What is the mission statement of the publishing party?

What should publishers be contacted for? Errata?

EXAMPLE NOTES

- Personas:
- Investigative journalist - audit
  - SW Developer - feedback
- Is this category too dense or sparse? Is this intentional?
- Too dense, move creators to different
- Is there a meaningful hierarchy expressed in the lenses & scopes?
- Break up into publishers, funding...
- How does this section relate to others? Are there any other sections or sub-sections that are relevant?
- Origins - creators relevant to publishers



# Next steps

## OUTCOMES

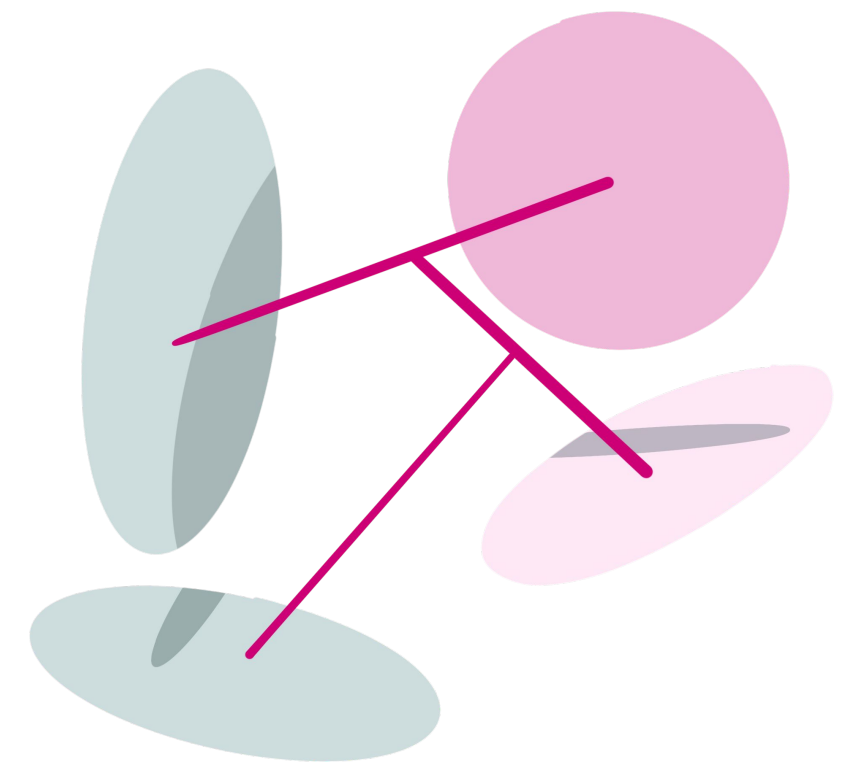
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Lenses and Scopes organized into a draft Data Card template, ready for critical evaluation in reflective activities.

## FOLLOW UP

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- Update your Activity Tracker
- Next: Module 02, Inspect



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