

**City of Pittsburgh Data Services and University of Pittsburgh
School of Computing and Information
Data Governance Health Status Checks
Stakeholder interview sample questions**

What is the primary business of your department?

What is your role with data in your department, i.e., do you work directly with the information you track?

General

Describe the information that you (your department) track(s).

What do you think works well about how your department handles data?

What changes would you make to improve how your department handles data?

What skills do you think someone who manages data should have?

What are your top 5 datasets as far as importance to you or other people, i.e., other departments or the public?

Describe the process you go through to use your data.

How do you use this information to make decisions?

How do you prepare or transform your data before you use it?

What are the IT systems and tools currently at your disposal for working with data?

How comfortable are you with these systems?

Are you required to report anything to the local, state, or federal government?

How much time do you spend working with this information per day/week?

In what ways do you work with other people on data tasks?

What is the most difficult aspect of your work with respect to the information you track?

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Could you provide example scenarios that describe how this affects your work or the work of others in your department on a daily or weekly basis?

Collecting

How do you collect or obtain your information? In what form is it when you get it, e.g., paper, computer?

Do you have undigitized records that you use regularly or are these records archived, used rarely?

What file formats have you worked with?

Do you have any data in Excel or is this type of data in databases?

Cleaning

What criteria do you think must be met for data to be considered quality data?

How do you prepare/clean your data?

What are your documentation practices to describe your data?

Storing

How do you store your data?

Are any of your data in Excel spreadsheets or are these types of data stored in databases?

What databases does your department use?

Stakeholders

In what ways do you work with other people on data tasks?

Who are the stakeholders and users who access the data?

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What information are they interested in?

Open Data

What do you know about the City of Pittsburgh's Open Data Legislation?

What is your perspective on the Open Data movement, in general?

What do you know about the proposed Data Governance Engagement Plan and Health Status Checks?

Do you have any information that is open to the public? Is this data updated regularly? Who does this?

Have you identified any data as potential open data?

For your most important potential open datasets, in terms of value to you or to the public, where this data is located and on what platform(s) or media? What personally identifiable information might be in this data?