**Quality Control Process for General Data Analysis**

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| **[Project Name] [Model Name]** | | | | |
| **Exhibit Name** | | | | |
| **Q/C Action** | **By Whom** | **When** | **Identified Issues Resolved (Yes / No)** | **Project Manager Notified (Yes / No)** |
| Has the data been confirmed as the correct format and coverage**?** |  |  |  |  |
| Has the original data been archived? |  |  |  |  |
| Was documentation of the data provided and saved next to the data? |  |  |  |  |
| Has a data tracking system been created and stored with the data? |  |  |  |  |
| Does the staff member identified to work on and analyze the data? |  |  |  |  |
| Are the edits or analysis goals of the data clearly defined?  Goal  Tools  Methodology  Outputs or results |  |  |  |  |
| Does the staff working on the data understand what the data will be used for and the overall goals of the project? |  |  |  |  |
| Is the data information enough for both the data analysis goals and the project goals? Is there extra necessary information needed and obtained? |  |  |  |  |
| Is the data analysis finished? |  |  |  |  |
| Are the documentations of the data analysis developed and stored with the data analysis outputs or results? |  |  |  |  |
| Are the products of the data analysis reviewed by another staff? |  |  |  |  |