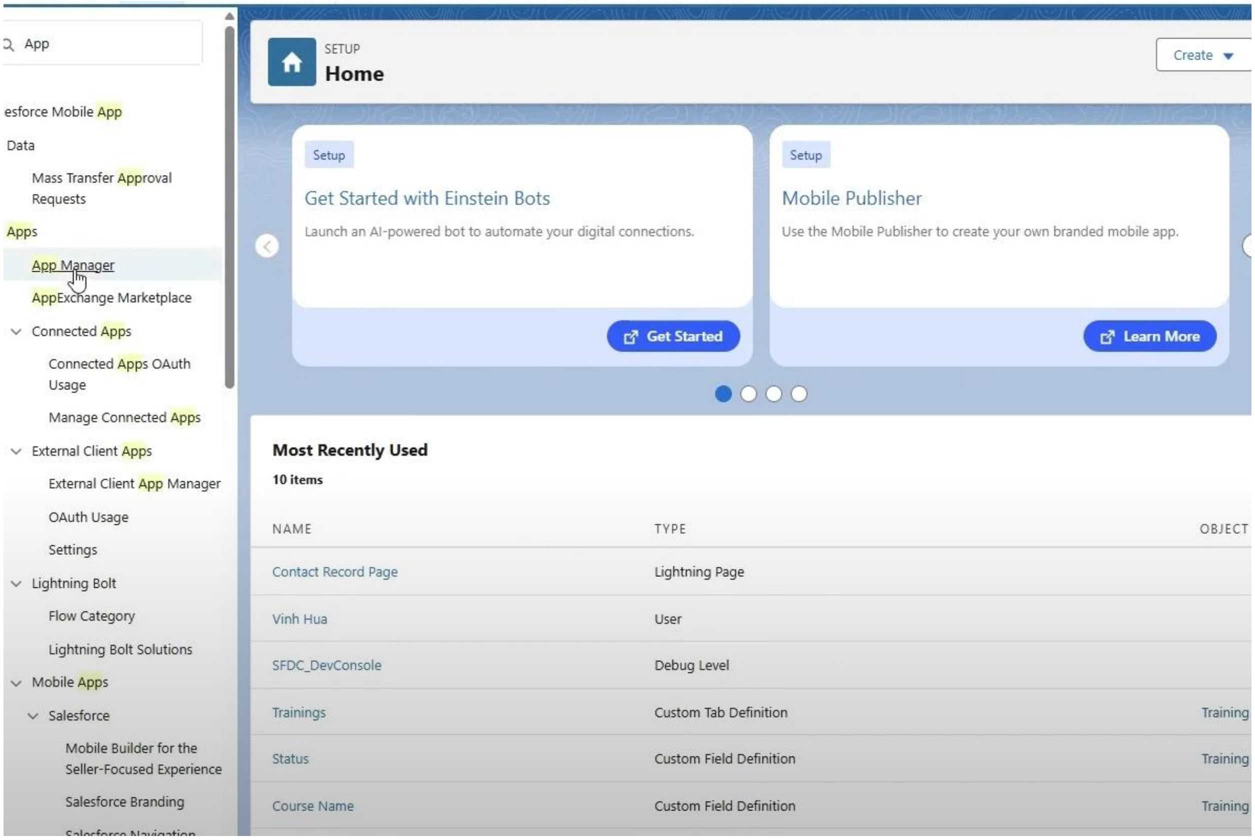
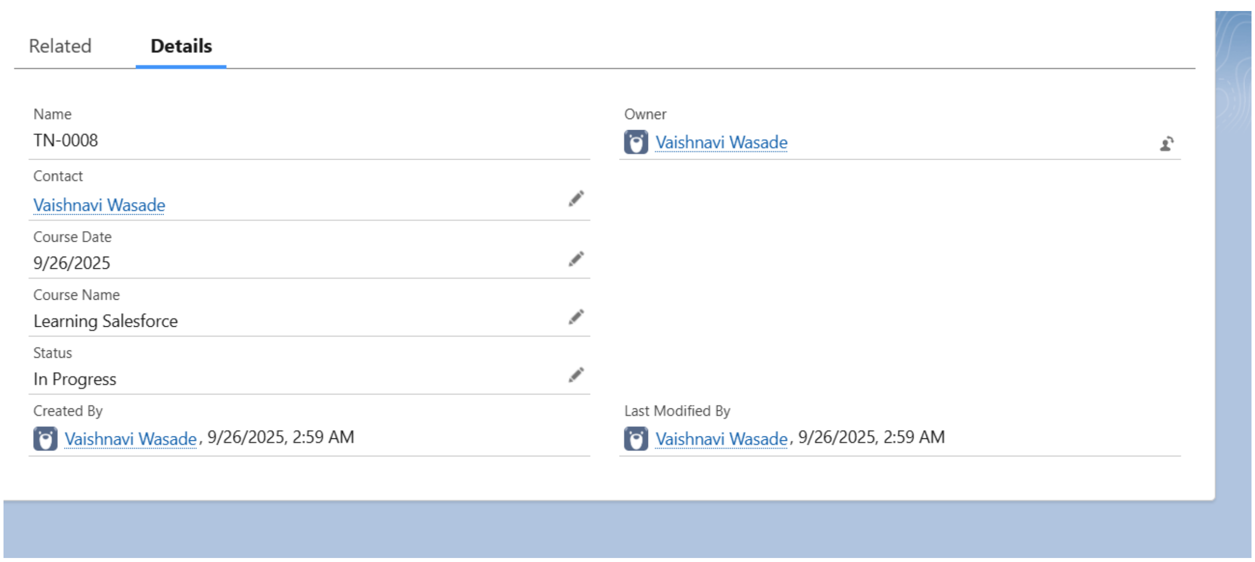
Phase 8 – Data Management and Deployment

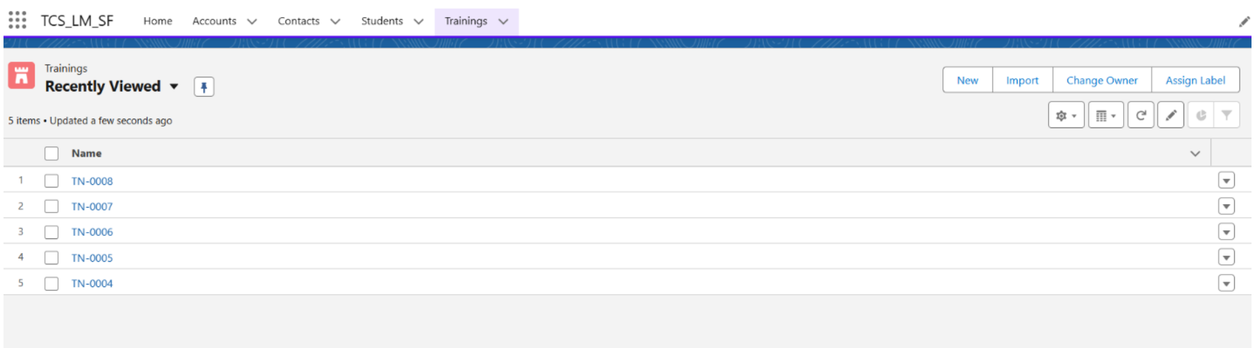
To ensure that all contact and training-related data in the tracker is accurate, secure, up-to-date, and ready for analysis and reporting.





Data Standards

- **Validation Rules:**
    - Use dropdowns for fixed options (e.g., “Completed”, “In Progress”)
    - Use date fields for training dates
    - Ensure unique identifiers (e.g., Employee ID, Training ID)
- **Consistency Guidelines:**
    - Consistent name formats (e.g., First Last)
    - Standardized course names
    - Unified status categories



Data Quality Assurance

- **Scheduled Audits**: Regular reviews to:
    - Identify duplicates
    - Remove outdated entries
    - Fill in missing data
- **Use of Conditional Formatting**:
    - Highlight expired or overdue trainings
    - Mark incomplete records