

MI PROJECT USER CONSULTATION CHECKLIST

1. What information is required in order to make management decisions?
2. For what purposes is information used:
 - Regular/repetitive reports
 - Statutory returns
 - One-off requests
3. What are the sources of your management information?
4. Do you prefer to satisfy your information requirements by accessing sources directly or requesting help from others such as P&D, Finance, HR, etc?
5. Are you aware of information that is already provided by P&D and other sources e.g:

SMT Report
Reports on P&D website
Research Performance data
Information on TULIP and Business Objectives

How useful is this information?
6. What processes do you use to extract, analyse and present information?
7. Does any information come from different systems that it would be preferable to have joined up in a single system?
8. Who is/are the data owner(s) within the department?
9. Who is responsible for handling management information? (People, roles, job titles.) Have they had any specific training in handling MI and/or the relevant systems?
10. Is it possible to quantify admin overhead/time required for handling and processing MI and incidence of peak workloads? How are peak workloads managed?

11. Are demands for MI increasing? If so, can this be explained and quantified?
12. Is there any requirement to aggregate information received from more than one source? If so, how is aggregation undertaken? (systems and processes)
13. Is the same information available from single or multiple sources? If multiple sources, are there consistency issues? How to determine *trusted* sources?
14. Is there any information that you want or need to have that is currently not available or not available in a useful form?
15. How up-to-date does information need to be? e.g. – real time accuracy or monthly/weekly update?
16. Are there any data quality issues? How are these identified and addressed?
17. Are there any issues concerning data definitions, e.g. problems/inconsistencies with understanding data provided?
18. Are there any limitation issues – e.g. requests unable to be fully satisfied or satisfied in a timely manner, inability to aggregate data effectively, skills shortage, etc?
19. Have you identified any opportunities for short term improvements/quick wins? If so, what action would be needed to put them in place?
20. Overall – what are the strengths and weaknesses of the current situation regarding management information in your department?