

Best Practices for Data Management

This infographic details best practices for data management. Demonstrating these practices will assist you in managing your data more efficiently.

1 Build strong file naming and cataloging conventions

- Create a reporting or file system that is user-friendly, descriptive, and easy to find
- Standardize folder construct and file names; allows users to search/discover data quickly
- Provide date (i.e., YYYYMMDD) at the end of the file name so data automatically sorts

2 Utilize metadata for data

- Metadata is descriptive information about the data you are using; contains information about the data's content, structure, and permissions so it is discoverable in the future
- Catalog items like data author, the data this file contains, descriptions of fields, when/where the data was created, why this data was created and how

3 Plan for data storage

- Create a plan for storing and accessing your data, including data backups and preservation methods
- Having data stored and synchronized in multiple locations reduces the chances of data loss or interrupted operations
- Possible storage location and backups include Shared (Networked) Drives, SharePoint sites, Desktops/Laptops, External hard drives, Optical storage, and Cloud storage

4 Data documentation

- Produce multiple levels of documentation that provide full context to why the data exists, how it can be utilized, and where it can be located
- Documentation levels may include Project-level, File-level, Software used (including version), and Context

5 Commitment to data culture

- Consistent use of standard data practices across the team or organization
- Prioritize data experimentation and analytics (i.e. how we can use data to make decisions)
- Reinforcement of everyday data practices that increase data collaboration across teams

6 Data quality, trust, security, and privacy

- Be committed to data quality, data security and safeguarding, and privacy standards
- Adhere to the organization's information technology policies and procedures
- Employ practices that avoid data breaches or compromise

7 Invest in data management learning and development

- Remain curious in learning how you can better manage your data
- Be proactive in your data management growth and development
- Seek out training opportunities to increase your knowledge of data management best practices