

## Data Dashboard Development Process

At Transform Consulting Group, we work with various clients to create data dashboards. The following questions guide our dashboard creation.

1. Purpose	2. Audience
<ul style="list-style-type: none"> <li>● What is the main goal of the dashboard?</li> <li>● How will you know the dashboard is successful?</li> <li>● How will this dashboard add value to the field you serve/ work within?</li> </ul>	<ul style="list-style-type: none"> <li>● Who is the primary audience?</li> <li>● Who is the secondary audience?</li> <li>● How do you anticipate the audience will use the dashboard?</li> </ul>
3. Key Questions	4. Data Collection
<ul style="list-style-type: none"> <li>● What questions need to be answered?</li> <li>● What is the story you want to tell?</li> <li>● What metrics need to be used and analyzed?</li> <li>● What do you need to know?</li> </ul>	<ul style="list-style-type: none"> <li>● What data are you already collecting?</li> <li>● Of the data you collect, what do you want to highlight?</li> <li>● What data (internal / external) are you already monitoring?</li> <li>● What other data do you want to collect, and why?</li> </ul>
5. Features and Utilization	6. Decision-Making
<ul style="list-style-type: none"> <li>● Do you have any data dashboard inspirations? Why do you like these dashboards? What features do you appreciate?</li> <li>● How do you want to drill down your data? (County, race/ethnicity, economic status, etc. )</li> <li>● How often do you want the dashboard to be updated? (Monthly, yearly, quarterly, etc.)</li> <li>● How will the dashboard be shared? Will it be shared on your website?</li> <li>● How will the dashboard be used internally and externally?</li> <li>● Do you want the dashboard printer-friendly?</li> </ul>	<ul style="list-style-type: none"> <li>● What is the decision-making process?</li> <li>● Who has the final approval?</li> </ul>

