Appendix I: Agency Self Assessment

We have listed questions for self-assessment below, so that agencies can begin to evaluate the maturity level of their TBM practice in the Data Analytics focus area. Questions include both yes and no and short answer. Negative responses indicate areas for improvement, and teams should compare short answers to create consensus and a common understanding of the current maturity level of the agency's TBM practice. Distribute these worksheets to your team to fill out.

Assess Data Standards

1. Do you have clear, well-defined targets for data standards such as freshness, accuracy, consistency, and accessibility?

   ☐ Yes   ☐ No

2. Are stakeholders throughout the agency able to access the data and aggregate it in a way that is useful for them?

   ☐ Yes   ☐ No

3. Does the budget decision maker (or their team) perform data checks to ensure the data they are using is accurate?

   ☐ Yes   ☐ No

4. How do your quality standards reflect accuracy, consistency, freshness, accessibility, and flexibility?

5. Where are the quality standards articulated? (What policies and SOPs?)

6. Do stakeholders know and understand the data quality standards?

7. How does your agency assess the freshness of data?

8. What are the criteria for granting access to data?

9. How common are budget overruns or surpluses and what is the magnitude of difference from budget?

Ensure Data Quality

10. Is data regularly tested for key risk factors including blank data, outliers, invalid data, and anomalies?

☐ Yes   ☐ No

11. Are data quality checks automated?

☐ Yes   ☐ No

12. Are stakeholders notified when data quality issues are found?

☐ Yes   ☐ No

13. What are the mechanisms for testing and how often is data quality checked through these mechanisms?

14. Who is responsible for reviewing data quality?

15. How often is data quality an agenda item for standing meetings?

16. Do data quality reports clearly identity how weak or strong data is?

17. What is the authoritative data source(s) for generating operational reports (identify each report and respective data source)?

Assess Capabilities

18. Does the TBM team have the skill/bandwidth to accomplish the necessary data management, analysis, visualization, and reporting tasks?

☐ Yes ☐ No

19. Are operational analyses, visualizations, and other data tasks automated?

☐ Yes ☐ No

20. What are your agency's competency levels for analytical tools such as Microsoft Excel, Tableau, and R/Python?

21. What is the common desktop data tool that agency employees use to open data files, e.g. (Excel)?

22. How do TBM stakeholders prefer to receive data (please provide mechanism such as API, flat file, etc. and format such as JSON, CSV, XML)?