

# OPEN DATA USE PROJECT PRIORITISATION

**Time Needed:**

15 minutes per project

**Materials Needed:**

Tool form  
(Printed or Digital copy)

**Difficulty Level:**

Easy to moderate

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**Version:**

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**TOOL PURPOSE:**

This tool is most helpful for organisations or individuals supporting partners in the design and implementation of open data use projects. It provides a step-by-step guide to inform the prioritisation and selection of the project(s) to pursue. This tool is best used by decision-makers and project implementers who have a strong say in the selection and development of projects.

The tool includes the major areas of assessment for open data use projects, with multiple questions for each area. The output of the tool will be a score that can be used to compare against different open data use projects under consideration. The score should not be used in an absolute sense, but to help guide a final decision.

**PREREQUISITES:**

To use this tool, we recommend that you have:

- Some basic knowledge of or experience with results frameworks.  
**Tip:** To learn more about results frameworks, check out the World Bank's "Designing a results framework for achieving results: A how-to guide<sup>1</sup>".
- Familiarity with the specific issue the project under consideration is dealing with or access to an external partner, consultant or source with familiarity in the required subject domain.
- Data analysis experience to assess the difficulty of the project in terms of technical implementation.
- Discussions with stakeholders should be done.

Finally, this tool works best when you know the sector well, the partner well, and the relevant and available open data sets.

**WHO TO INVOLVE:**

Partner organisations that you intend to work with on the open data use project.

# OPEN DATA USE PROJECT PRIORITISATION

## STEPS TO TAKE:

1. Download or print and fill out the Open Data Use Project Prioritisation form.
2. Assess the quality of the available (external) data. The criteria for quality assessment are included in the form (Questions 5 to 8).
3. Assess the project fit within your organisation (Questions 9-10).
4. Assess the risks to project completion and adoption, through the guiding questions in the form (Questions 11 to 13).
5. Assess the partner fit with your organisation (Questions 14 to 19).
6. Assess the potential impact of the project, from your organisation's perspective and your partner's (Questions 20 to 22).
7. Tally the scores using the corresponding grade system with each answer. The higher the score, the higher the chance that the project is a good fit.

## RESOURCES:

1. The "[Designing a results framework for achieving results: A how-to guide](https://siteresources.worldbank.org/EXTEVACAPDEV/Resources/designing_results_framework.pdf)" from the World Bank can provide you with a good foundation for creating and working with results frameworks. Download it from [https://siteresources.worldbank.org/EXTEVACAPDEV/Resources/designing\\_results\\_framework.pdf](https://siteresources.worldbank.org/EXTEVACAPDEV/Resources/designing_results_framework.pdf)
2. The [Open Data Use Project Prioritisation form](#) is on the succeeding pages.

### SOUTHEAST ASIA OPEN DATA INNOVATION WEEK

This tool was created by participants of the Southeast Asia Open Data Innovation Week event held last November 2016, as part of the Open Data Innovation Toolbox. There are more tools to check out and use on our website!

Visit <http://labs.webfoundation.org/projects-2/open-data-innovation-week/> to read about the project and see the other tools. For more information on the event, you can also get in touch with us by email at [info@labs.webfoundation.org](mailto:info@labs.webfoundation.org).

# OPEN DATA USE PROJECT PRIORITISATION

## TOOL FORM - PAGE 1/5

Questionnaire to prioritise open data use projects to determine which project(s) to pursue with a partner organisation.

*\* Required fields*

1. Your name

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2. Partner organisation \*

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3. Link to data sets \*

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4. Sector(s) of project/partner organisation\*

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### QUALITY OF DATA

5. How relevant is the data? \* *Mark only one circle.*

- 0 - There is no known relevant (external) data. It would need to be created.
- 1 - There is relevant data but it does not have enough detail or history or coverage.
- 2 - There is relevant data that fits most of the partner organisation's needs.
- 3 - There is relevant data that exactly fits the partner organisation's needs for the project.

6. Are the open data sets clean and can they be used as is, or do they need work to be able to be used? \* *Mark only one circle.*

- 0 - The data sets are unstructured, need a lot of work to be useable.
- 1 - The data sets are structured, but need some cleaning before it can be used.
- 2 - The data sets are structured and can be used as is.

7. How reliable is the data? \* *Mark only one circle.*

- 0 - The validity of the data seems suspicious.
- 1 - We and our partner organisation have some confidence in the data
- 2 - The process to collect and compile the data has been validated by an external party.

# OPEN DATA USE PROJECT PRIORITISATION

## TOOL FORM - PAGE 2/5

8. Will the data be refreshed?\* *Mark only one circle.*

- 0 - No, there are no plans to update the data.
- 1 - Yes, but not at the desired frequency.
- 2 - Yes, at a frequency that is sufficient for the partner organisation.

### PROJECT FIT

9. Is this project in line with your organisation's mission?\* *Mark only one circle.*

- 0 - No, it is in a different sector than what my organisation focuses on.
- 1 - It is in the same sector but with a different objective than what my organisation focuses on (e.g. donor targeting vs. mission impact).
- 2 - Same sector, same objective.

10. How does successful completion of the project help your organisation?\* *Mark only one circle.*

No help.       0     1     2     3

Will be a good exposure/attracts more donors/leads to more projects.

### RISKS TO SUCCESS

11. How difficult (in terms of skills and knowledge) is the project to implement?\* *Mark only one circle.*

We've never done this before and it will be challenging.       0     1     2

We've done similar projects.

12. Does your organisation have the human capacity to implement the project?\* *Mark only one circle.*

People with the skills/knowledge are also working on other projects.       0     1     2

People with the skills/knowledge are available.

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## TOOL FORM - PAGE 3/5

13. Are the resources available to implement the project?\* *Mark only one circle.*

No.  0  1  2 Between our organisation and our partner, we can easily fund the necessary IT resources.

### PARTNER ORGANISATION FIT

14. How aligned is the partner organisation with yours?\* *Mark only one circle.*

They have a very different view of how to create impact.  0  1  2 They are philosophically aligned.

15. How data mature is the partner organisation?\* *Mark only one circle.*

- 0 - They currently don't use data at all.
- 1 - They use data only for reporting.
- 2 - They use data in a diagnostic way.
- 3 - They use data to predict outcomes.
- 4 - They use data to prescribe actions.

16. Do they have well developed internal data sets to combine with the external data?\*

*Mark only one circle.*

- 0 - No.
- 1 - Yes, but significant data cleaning/structuring is needed.
- 2 - Yes, but it is not updated very frequently.
- 3 - Yes, and it joins easily with the open data set.

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## TOOL FORM - PAGE 4/5

17. Is there buy-in from the senior leadership?\* *Mark only one circle.*

- 0 - Senior leadership is skeptical of the value of the project.
- 1 - The project is not a priority.
- 2 - Senior leadership is enthusiastic and supportive.

18. Is the partner organisation willing to commit resources to the project?\* *Mark only one circle.*

- 0 - They are not directly assigning people to the project.
- 1 - They have assigned people to the project, but have not reduced their usual responsibilities.
- 2 - They have assigned people and allocated their time to the project.

19. Are they aware of ethical/privacy concerns? *Mark only one circle.*

- 0 - Previous projects they did showed that they don't appreciate the importance of this.
- 1 - Yes, but their IT security is not sufficient for the data they collect.
- 2 - Yes, they are aware and actively guard against ethical/privacy breaches.

### POTENTIAL IMPACT

20. How will the partner organisation use the outputs of the project?\* *Mark only one circle.*

- 1 - They will use it for advocacy (indirect, uncertain impact).
- 2 - They will use the output to make tactical decisions.
- 3 - They will use the output to make strategic decisions.

21. Would it help the partner as a one time benefit or in a sustained way?\* *Mark only one circle.*

There is one time benefit  
(e.g. a static visualisation).

- 0    1    2

This can be made operational  
and used repeatedly.

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## TOOL FORM - PAGE 5/5

22. Are there other organisations that can benefit from the project?\* *Mark only one circle.*

- 0 - No, it can only be used by this organisation.
- 1 - Yes, but only similar organisations in the same region.
- 2 - Yes, it can be used by similar organisation in the same country.
- 3 - Yes, it can be used by similar organisations around the world.

OVERALL SCORE: