Reporting and Visualization
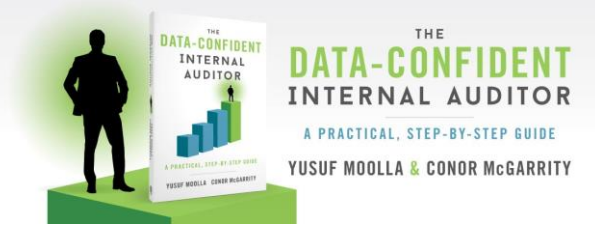
AuditViz Testing Checklist

	#	Task/question/check	Completed?	Note/Comment
Audience (identified)	1	Who is reading this and what do they need to do with this information?		
The overall story	2	Will you need multiple charts? *If yes, sequence them: what, so what, now what*		
Charts, tables and filters	3	Chart type based on data relationship		
	4	Clear title; optional subtitle		
	5	Left justified title and subtitle		
	6	Axes labeled		
	7	All text horizontal		
	8	Data labeled directly rather than legend *if able*		
	9	Annotate important data points		
	10	Text size has a hierarchy (Title is largest, then subtitle…)		
	11	Color is used sparingly and strategically		
	12	Muted or removed gridlines		
	13	Data ordered *if possible*		
	14	No 3D		
	15	Source at footer		
Peers	16	Test the chart on someone else		