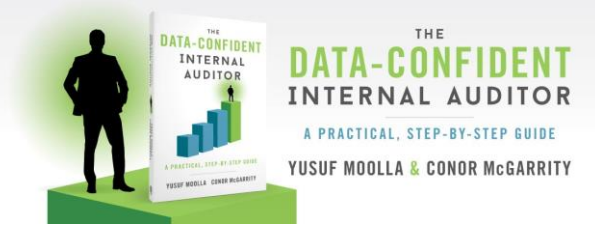


Chapter 5 | Bonus Resource Selecting & Sourcing Data



Data Request Template (streamlined)

If we don't have direct access to the data warehouse/other data store/the specific data that we need, we may need to provide a written memo. Unless we have specific protocols regarding internal memos, it is best to keep this simple, but include information that will help avoid confusion. Here is an example.

Internal Audit Data Request			
Audit	<i>Name of audit, reference number if applicable</i>	Data Request #	<i>Request number, useful if we may issue more than 1</i>
To	<i>Name of contact</i>	From	<i>Your name (with contact details if required)</i>
Request date	<i>mm/dd/yyyy</i>	Due date	<i>mm/dd/yyyy</i>
Data required			
Dataset 1	<i>Describe the data required, including:</i> <ul style="list-style-type: none"> <i>Name of source system (if known)</i> <i>Name of table (if known)</i> <i>List of fields required (including unique record identifiers, if possible)</i> <i>List of fields to exclude (for example, if we want to avoid sensitive fields)</i> <i>Timeframe</i> 		
Dataset 2	<i>If more than one, add additional lines if required</i>		
Data delivery			
Data format	<i>e.g. Pipe delimited text file, CSV, Excel, SQL table</i>	Delivery method	<i>How to deliver the data (e.g. shared folder, shared site, email)</i>