

Data Flow and Use

M&E Development Series

Data Flow and Use

1. Data flow

- Who collects the data?
- From where/whom?
- How often?
- How are data aggregated?
- Where are data stored?
- How are data analyzed?
- To whom is the information reported?
- How is data used?

Data Flow and Use

2. Data use plan

- What are the uses for data?
- Who do you want to share the data with?
- How will the data be communicated (mechanism)?
- How should the data be formatted?
- What follow up is needed to ensure the information is used?

Data Flow and Use

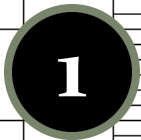
- Completed for every indicator on the M&E Framework
- Assigns M&E roles and responsibilities
- Spreadsheet or table format

Data Flow and Use Spreadsheet

- 1** General Information
- 2** Data collection
- 3** Data management

- 4** Data analysis
- 5** Reporting and Use

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1				Data Collection			Data Management				Data Analysis			Reporting and Use			
	Description of Activity	Indicators	Key Data Points	Means of Verification (name of data collection tool)	who will provide MoV (who is the data about)	who will collect MoV (who records the data)	when will it be collected (how often and dates)	how are data aggregated	when are data aggregated (how often and dates)	who does the aggregation	where are data stored	who will analyze it	how will it be analyzed	when will it be analyzed	who will the information be reported to	when will the information be reported	how can the information be used to make informed decisions
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Data Flow and Use

1

General Information

	A	B	C	D
1				
	Description of Activity	Indicators	Key Data Points	Means of Verification (name of data collection tool)
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Transferred from M&E Framework

- Describe the activity and associated indicators
- List the Key Data Points needed to track the indicator and the Means of Verification (data collection tool) that supports the data point

Data Flow and Use

2

Data collection

E	F	G
Data Collection		
who will provide MoV (who is the data about)	who will collect MoV (who records the data)	when will it be collected (how often and dates)

Describe the data collection process

- Who is the data about?
(mentor, mentee, program, etc)
- Who records the data?
(program manager, mentor, volunteer coordinator, etc)
- When and how often is the MoV collected?
(weekly during match meetings, monthly on the 28th, baseline[2 months after match] & follow-up[9 months after match], etc)

Data Flow and Use



Data management

H	I	J	K
Data Management			
how are data aggregated	when are data aggregated (how often and dates)	who does the aggregation	where are data stored

Describe the data management process

- How are data aggregated or processed?

(describe calculations, summarization, algorithms, etc)

- How often are data aggregated or processed?
- Who aggregates the data?
- Where are data stored?

(locked mentor files, match folder, etc)

Data Flow and Use



Data analysis

L	M	N
Data Analysis		
who will analyze it	how will it be analyzed	when will it be analyzed

Describe the data analysis process

- Who is responsible for analyzing data?

(Mentoring Manager, M&E Designee, Director, etc)

- How is data analyzed?

(Calculations, database queries, comparisons, etc)

- When will the data be analyzed?

(Frequency and dates)

Questions?

Data Flow and Use Spreadsheet Q&A

To Do

Complete the Data Flow and Use spreadsheet details for each mentoring related indicator by describing the who, how, and when of data collection, management, analysis, reporting, and use.