

# Product Data Preparation Assessment (for Website Projects)

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Use this sheet to assess your current conditions.

## 1) Source Data

The quality of the Source Data is...

- How complete is the source data (are there fields missing? which ones - i.e. missing weights, product descriptions, images, etc )?
- How clean is the source data (have data, but needs clean up - descriptions are not customer friendly, weights are wrong, prices are wrong, etc)?
- What format is the source data in (in DB format or easily converted to DB format)?
- How many different sources of data are there (files from each vendor vs all in ERP system)?

Superb	Wishy-Washy		Poor		
6	5	4	3	2	1

## 2) Required Format (to make website work)

The Required Format of the data is...

- What functionality is needed to properly display products to customers and collect information / choices from them for orders?
- Are all of your products basically the same... or are their many variations?
  - i.e. all clothes (where size-color matters) VS. some clothes, some books, some cranes - where lift capacity, voltage, and chain length matters)

Simple	Moderate		Complex		
6	5	4	3	2	1

## 3) Preparer's Skill / Experience Level

The skill level / experience level of the Preparer of the data is...

- How much experience do they have in data preparation work?
- How well do they know the products?
- How well do they know tools that can be used for data manipulation
  - Database: can they setup a db, insert records, write queries, etc
  - Excel: can they write equations, de-dup data, perform lookups, concatenate or split data, etc

Very High	Moderate		Weak		
12	8	4	0	-4	-8

## Predictions Based on Total Score

Total Score	Prediction
10+	Project will go smoothly, limited risk of missing deadlines and scope
6 to 10	Project will evenly go through, but expect to miss deadlines and have some scope creep
5 or less	Expect delays and frustration. You will most likely need to higher a more skilled preparer to get this done.