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

### General Information

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Key Data Points</th>
<th>Means of Verification (name of data collection tool)</th>
<th>Who will collect MoY (who is the data about)</th>
<th>Who will collect MoY (who records the data)</th>
<th>When will it be collected (how often and dates)</th>
<th>How are data aggregated (how often and dates)</th>
<th>Who does the aggregation</th>
<th>Where are data stored</th>
<th>Who will analyse it</th>
<th>How will it be analysed</th>
<th>When will the information be reported to</th>
<th>When will the information be reported</th>
<th>How can the information be used to make informed decisions</th>
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Data Flow and Use

1. General Information

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
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)
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)*
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)
Describe the data reporting process

- Who is the initial recipient of the reported information? (Director, Program Manager, etc)
- How often is information reported?
- How can the information be used? (what decisions and changes will be made based on the results?)
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.