

Critical questions for Data Planning  
(Guiding Questions for the development of a Personnel Data  
Management Plan)

1. What reports are considered essential? Why? List prioritized reports and the uses for those reports (how used and by whom).
2. For each report, identify sources of data.
  - a. Can the report be generated using existing data?
  - b. Can existing systems be easily modified to provide or collect the required data?
  - c. Is the report beyond the capability of existing systems?
3. What is the schedule for development of the report?
4. Who will be responsible for development and approval of the report?
5. Are resources available to support development and generation of the report?
6. How will the report be disseminated?