

CHECKLIST INFORMATION ANALYSIS

1. Is the information accurate?
2. Is the information assessed and optimized as knowledge or wisdom where possible?
3. Is the information relevant and appropriate to the analyses and processes?
4. Is the information adequate for the system, scope or other analyses?
5. Is the information free of misleading features?
6. Can more or better graphs or other charts be used?
7. Are the graphics free of misleading features?
8. Should the information be grouped into a Data Book or other summary document?
9. Should the information be grouped and indexed for future convenience?
10. Should the information be proof read by a third party?
11. Should the information be audited or peer reviewed?
12. Should the information be scheduled for periodic reviews?
13. Should the information be logged in a library or technical data base?

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