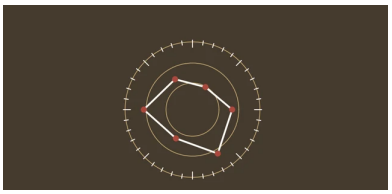
Data quality scorecard



We build ten completeness, validity and consistency checks for one recurring file.

Who it helps

SME managers and reporting teams

The problem to solve

Recurring imports can conceal incomplete or invalid records until a decision relies on the wrong value.

Working through the brief

1. **Review the recurring file and definitions**

   Gather the agreed inputs. Representative exports, field meanings and agreed cleaning rules.

2. **Build ten quality checks**

   Track “Validation check” and “Failed record” together so the reviewer can connect the source information to the result.

3. **Record and interpret exception results**

   Use the checks to locate recurring issues before a file is accepted for reporting.

4. **Check the scope at handover**

   Licences, hosting and extra data sources require separate agreement.

Worked example

A field is complete but holds invalid codes. Show completeness and validity as separate checks.

Read the service scope / DAT-011

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom