

# Data Handling Process

## Identify a problem OR Recognise a need

What do we need to find out to solve the problem or to find a solution to meet the need?

What are the questions to ask?

## Plan it!

What data do we need?

Is data already available?  
How can it be used?

OR

Do we need to collect our own data? Where and how will we collect it?

## Use it!

Look at data that is already available and identify what we need

## Collect it!

Gather data from an appropriate source, as efficiently as possible

## Process it!

Put the data into appropriate software or an app to process and present in the most effective way

## Analyse it!

Look at our data – what does it tell us?  
Is it reliable and plausible?  
What have we found out?

## Share it!

What information will we share?  
How will we present the information?  
How can the information make a difference?  
How will we share it with others?