Single Points of Failure in Data Management:

LESSONS LEARNED
SCENARIO

CRISIS

One-person operation

Broad responsibilities

Unexpected departure

CRISIS
DUTIES

• Big Game registration materials

• Deer permit applications, lottery, harvest/biological data, hunter surveys

• Moose
- Fall/winter Fur
  - Card and tag distribution
  - Registration data

- Court/DHHS data

- Web

- Exhibitor/possession permits
- Legislation tracking
- License
- Data Requests
DATA MANAGEMENT NIGHTMARES

• What are tasks?
• Where’s the master?
• Multiple databases with same name
• Users?
• Where are Protocols?
• Undocumented revisions
• Scripts – purpose?
• System failures
LESSON LEARNED
Suggestions for the Future

• WHO
  – Involve more people
  – Who’s responsible
  – Users
• WHAT
  – Data structure
    • Fields
    • Forms
    • Scripts
    • Metadata
    • Versions
    • Archives
  – Consistent naming convention
LESSON LEARNED
Suggestions for the Future—cont.

– FULL PATH
– Posted/export
– Clean up
LESSON LEARNED
Suggestions for the Future—cont.

- Last done
- Start
- Duration
- Due
- Frequency

- Protocol revision date
LESSON LEARNED
Suggestions for the Future—cont.

– Purpose

• Not always obvious

• Give understanding of users and needs
LESSON LEARNED
Suggestions for the Future—cont.

– Write protocol assuming unfamiliar with system

– Protocol formats

– Document
  • Project/tasks
  • Data
  • Data/file storage
  • Code

– Co-workers review
• HOW can agencies implement these ideas
  – Document incrementally
  – Incorporate into annual evaluation
  – Schedule staff time
  – Develop system to guide process
  – Make it an Agency policy
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Suggestions/Further Discussion