

A Work Spreadsheet – a Checklist

Please note these are some things you should take a note of if you have a spreadsheet you need to prepare...

Questions	Answer
What file/s do I need to prepare this spreadsheet?	
Where will I find them?	
Who should I contact if I can't locate them?	
How often does the file need to be updated?	
What exactly does the user of this spreadsheet need to get from it? Be as specific as you can be e.g. number of people who did X in a month.	
How often are these files updated?	
What is the cut off point	
Is there an agreed naming scheme I should be using?	
Is there any data cleansing I need to do?	
If so, specifically what is it? E.g. remove parts of an entry, put entries together. Be very specific and document them	