



Data Skills Assessment and Dashboard tool

This Data Skills Assessment and Dashboard tool provides a structured approach to evaluating your nonprofit's data capacity. By combining a self-assessment survey with interactive dashboards, it helps you:

- **Gauge current data competencies:** Understand your team's proficiency in essential data skills.
- **Identify skill gaps:** Pinpoint areas where training or support may be needed.
- **Recognize potential data leaders:** Identify individuals with the aptitude and interest to take on more advanced data roles.
- **Evaluate data-driven culture:** Assess your organization's data practices, leadership support, and overall data literacy.

This guide will walk you through each step of using the assessment and dashboard, from administering the survey to analyzing the results.

Key Components:

- **Data Skills Self-Assessment Survey:** A survey to gauge your team's proficiency in essential data skills and their interest in further development.
- **Interactive Google Sheet Dashboards:** Visualizations that provide insights into your organization's overall data capacity, data culture, and potential data leaders.

A. Understanding the Survey Sections

The Data Skills Self-Assessment Survey is divided into four sections:

1. **Data Skills Proficiency and Development Interest**
 - This section assesses your proficiency in key data skills (data collection and management, data analysis and interpretation, data visualization and communication) and your interest in developing these skills further.
2. **Data-Driven Decision-Making**
 - This section explores how often you use data to make decisions in your role and how important data-driven decision-making is within your organization.
3. **Organizational Data Culture**
 - This section evaluates the effectiveness of your organization's data management practices, leadership support for data initiatives, and the availability of resources for developing data skills.
4. **Leadership Potential in Data**
 - This section identifies staff who are interested in taking on advanced data-related roles and assesses their perceived preparedness for leadership in data projects.

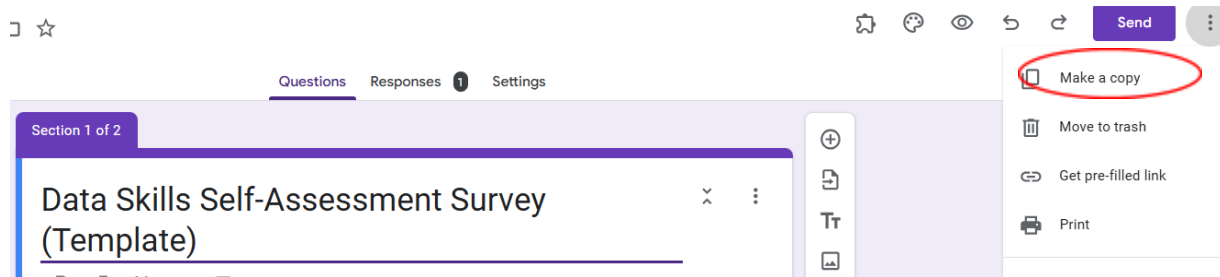
B. Accessing and Distributing the Survey

1. Access the Survey Template:

- Click on this link to access the Google Form survey template: [\[LINK\]](#)

2. Make a Copy:

- Click the "Make a copy" button in the top right corner of the form to create your own editable version.



3. Customize (Optional):

- Review the survey questions and customize them if needed to align with your organization's specific context or terminology. However, it's generally recommended to keep the core structure and questions intact for consistent results.

4. Distribute the Survey:

- Share the survey link with all relevant staff members through your preferred communication channels (e.g., email, internal messaging platforms, team meetings).
- Clearly communicate the purpose of the survey, emphasize the importance of honest self-assessment, and assure respondents that their responses will be kept confidential.
- Set a deadline for completing the survey to ensure timely responses.

C. Draft Email to Staff

Here's a draft email you can adapt and send to your staff to encourage participation in the survey:

Subject: Participate in the Data Skills Self-Assessment Survey

Body:

Hi team,

As part of our ongoing efforts to build a data-driven culture, we're excited to launch a Data Skills Self-Assessment Survey. This survey will help us understand our current data capabilities, identify areas for growth, and recognize potential data leaders within our organization.

Your participation is crucial! The survey is confidential, and your responses will be used to inform our training programs and strategic initiatives.

Please take some time to complete the survey by [date]. It should take approximately 10-15 minutes.

[Link to survey]

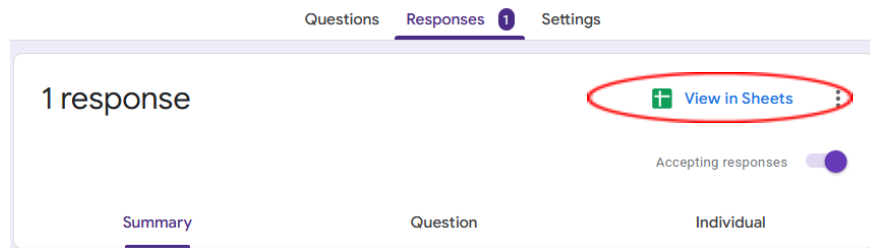
Thank you for your time and feedback!

Best regards, [Your Name]

C. Accessing Survey Responses and Dashboard

1. Locate Your Response Spreadsheet:

- After creating and distributing your Google Form survey, responses will automatically be collected in a new Google Sheet linked to your form.
- Go to your Google Form and click on the "Responses" tab.
- Click on the green Google Sheets icon to open the response spreadsheet.



2. Integrating with the Dashboard Template:

- Access the Google Sheets template provided in the toolkit, which contains three key tabs: [\[LINK\]](#)

- i. **Helper Tables:** Contains formulas that rely on data being in specific columns. This tab processes your raw data to a format usable in the dashboards.
- ii. **Skills and Development Dashboard:** Visualizes proficiency levels and interest in further development across various data skills.
- iii. **Organizational Data Culture Dashboard:** Offers insights into how data-driven your organization is and the effectiveness of data management practices.

3. Copy Dashboard Tabs to Your Response Sheet:

- Right-click on the tab name for 'Helper Tables' in the template spreadsheet and select 'Copy to' followed by selecting the existing response spreadsheet. Repeat this for the other two dashboard tabs.
- This will integrate the dashboard functionality directly with your live data from the survey responses.

D. Analyzing the Data

1. **Review the Helper Tables:** Check that the data flows correctly from the response sheet into the helper tables. This step may involve ensuring that formulas reference the correct columns and that the data types are appropriately handled.
2. **Explore the Dashboards:**
 - **Skills and Development Dashboard:** Examine the visualizations to understand the team's current proficiency in various data skills and where they are most interested in developing further skills.
 - **Organizational Data Culture Dashboard:** Assess the overall data literacy, the support from leadership for data initiatives, and the effectiveness of current data management practices.

E. Filtering for Potential Data Leaders

1. **Identify Interested Respondents:** Utilize the survey question regarding interest in taking on advanced data roles. Filter responses to find individuals who answered "Yes".
2. **Assess Proficiency and Development Interest:** For those who have shown interest, evaluate their proficiency across different data skills and their interest in further skill development to determine if they have the potential and desire to take on more significant roles.

F. Regular Review and Update

- **Conduct the Survey Regularly:** Consider repeating this survey bi-annually or quarterly to track progress and changes in your team's data skills and organizational culture.
- **Update Dashboards as Needed:** Whenever you conduct the survey, copy the updated dashboard tabs to the new response sheet to keep your insights current.