

Inclusive Data Project Checklist

A checklist to help guide your teams through inclusive data projects that foster belonging and empower you to move forward. The intention is not to do all things in this document, but select a few that can give you small wins as your organization grows your DEAI initiatives.

EMPOWERMENT

- Empowerment Framework
 - Your WHY. Make sure your team knows your vision and mission for DEAI work.
 - Support from leadership to fail forward.
 - Public support from leadership.
 - Celebrate small wins for momentum.
- Practice self-care

BELONGING

- Four elements of belonging from [The Power of Belonging](#) study referenced below.
- Consider using the [Targeted Universalism](#) framework referenced below.

RESOURCES FOR DATA TEAMS

- Build data team staff diversity.
- Inclusive collaboration with other community stakeholders.
- Draft a purpose statement together to decide what data will be collected and how it will be used.
- Draft data collection practices together. Utilize diversity teams or DEAI committees to review your surveys or data collection methods.

- Analyze data together and not in silos.
- Check data visualizations for bias.
- Share data with all and be transparent when possible.
- Frequently revisit data used for decision-making.
- Create data vendor partnerships built on shared values.
- Conduct ongoing staff training.
- Use human intervention when possible.

REFERENCES

1. [Why Digital Transformations Fail: The Surprising Disciplines of How to Take Off and Stay Ahead](#) by Tony Saldanha
2. [The Power of Belonging](#) study by COQUAL
3. [Targeted Universalism Policy & Practice](#) by John A. Powell, Stephen Menendian, Wendy Ake

CONTACT INFORMATION

Sarah Herrera

Assistant Director of Business Intelligence

Mondavi Center for the Performing Arts at UC Davis

smherrera@ucdavis.edu