

What I need from you

Data Organisation

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The raw records in whatever form they exist **ESSENTIAL**

Why I need it. The whole set is needed to see the shape of it, and a sample hides the inconsistencies.

Where you'll find it. The accounts system's exports, the commercial folders and the site's returns

Without it. There is nothing to organise, so the job cannot start

2. The issue, in their words **ESSENTIAL**

Why I need it. The structure follows the question.

Where you'll find it. This is not written down anywhere for me to find. A paragraph from you, in an email or on a call, is what I need

Without it. The dataset risks being built to answer the wrong question

3. The deadline **OPTIONAL**

Why I need it. Determines how much structure is worth building.

Where you'll find it. Whatever correspondence or instruction set the date, or your own diary if nothing about it is written down

Without it. The dataset gets built without knowing how much structure is worth the effort

4. Whoever created the records, for half an hour **IMPORTANT**

Why I need it. Interpretation rules are guesses without them.

Where you'll find it. Not a document at all: half an hour on a call with whoever in your team actually filled the records in

Without it. The interpretation rules behind the dataset are guesses rather than confirmed conventions

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.