The Framework by Category

The following tables show the capabilities in one of the 7 possible categories (i.e., capabilities get repeated across the categories as applicable). This view is useful if you want to focus in on a particular category to assess an individual or a team.

Category: Plan

In this part of the data lifecycle, the processes and resources are mapped out for the length of the data's life. The project's goals are stated, and a full data management plan is created.

The levels:

- New: has a basic understanding of the subject or process.
- Proficient: has enough experience to work independently and source additional expertise as needed.
- Expert: can innovate in the subject or process and guide others via mentoring or training.

Capability	Levels	
Contribute to data outputs, products or service production	New	• Is aware of the steps of the data output process and understands the decisions made at each of those steps. • Knows where to obtain advice on data outputs as required.
	Proficient	• Is responsible for the production of a data output or service. • Can communicate effectively about the data output process, including explaining decisions made at all stages.
	Expert	• Has expert knowledge about the production of a data output or service. • Is consulted regularly about their knowledge. • Can train others in the delivery of the associated process.
Identify and understand data availability	New	• Is aware of available data (both internal and external).
	Proficient	• Can identify and evaluate internal and external sources of data, including understanding any limitations and gaps. • Can use suitable techniques to evaluate new sources of data.

Capability		Levels	
		Expert	• Is an expert resource for seeking out new sources of data or identifying new ways of using existing sources of data. • Provides expertise in techniques to evaluate possible new sources of data. • Researches new techniques to assess data availability.
Contribute to data access design		New	• Can use the range of available options to access common data sources.
		Proficient	• Has a comprehensive knowledge of protocols associated with data access.
		Expert	• Can mitigate issues arising from different access approaches. • Can make and justify recommendations for data access. • Can provide actionable strategic advice on data access.
Contribute to the sourcing and use of administrative data		New	• Is aware of the data obtained from administrative sources and the use of administrative data. • Knows where to obtain advice about administrative data sources and use as required.
		Proficient	• Is knowledgeable about various sources of administrative data and can explain their limitations. • Understands the advantages and disadvantages of using administrative data, including in relation to survey data. • Can assess the utility of different sources for a particular purpose.

Capability		Levels	
		Expert	• Is knowledgeable about multiple sources of administrative data and helps maintain a good working relationship with the suppliers. • Can advise on how the data has been used to produce new insights. • Provides expertise to identify new sources of administrative data as well as uses for that data.
Understand and contribute to data collection process design		New	• Understands the role of data collection and the value propositions of different collection approaches.
		Proficient	• Has a comprehensive knowledge of the full range of data collection options, including understanding costs and benefits. • Knows how to mitigate issues arising from different collection modes.
		Expert	• Is an expert resource in all aspects of data collection, including understanding why data is collected, and the roles associated with collection. • Can make justifiable decisions about how data is collected.
Identify and evaluate data intelligence		New	• Has a general understanding of the subject matter area associated with data use (e.g., small business, healthcare, rural sector, etc.).
		Proficient	• Has a comprehensive knowledge of the subject matter area associated with the data use and can readily identify the parameters of the subject matter that influence the use of the data. • Can effectively communicate the relationship between the data and the context in which it is used.

Capability		Levels	
		Expert	• *Is an expert resource on the subject matter area associated with data use, including understanding and influencing the effective use of the data within that subject matter area and the relationship between that use and other data use contexts.*
Improve data processes/systems/products		New	• *Can identify a successful process/system/ product.* • *Can identify deficiencies in current processes/systems/ products.*
		Proficient	• *Can identify deficiencies in current processes/systems/ products, gain the required approval to make changes, and lead the implementation of those changes.*
		Expert	• *Thinks strategically to assess current processes/systems/ products across a broad context.* • *Develops improvements where needed and encourages others to think critically about processes/systems/products relevant to them.* • *Advises those leading changes to processes/ systems/products, measures resultant benefits, and makes recommendations.*
Identify research questions		New	• *Can formulate research questions with guidance and consider the appropriate approaches and measures to resolve those questions.*
		Proficient	• *Can identify and structure relevant research questions for specific needs, and develop the approach and specific measures to resolve those questions.*

Capability		Levels	
		Expert	• *Uses a range of techniques to assess data needs and identify gaps, towards the formulation of appropriate research questions.* • *Can communicate research questions to a range of audiences.* • *Can collaborate with stakeholders and users to develop approaches to resolve those questions.*
Apply data governance guidance		New	• *Is aware of data governance frameworks and policies.* • *Knows where to obtain advice on governance as required.*
		Proficient	• *Can contribute to the creation of internal policies in support of data governance.* • *Can educate others in the importance of good data governance practice.*
		Expert	• *Is consulted regularly about data governance.* • *Can formulate and advise on data governance policies and contribute to the structure of organisational data governance frameworks.* • *Can provide data governance thought leadership across broader data use contexts.*