

Data in Head Start and Early Head Start



THE NATIONAL CENTER ON
**Program Management
and Fiscal Operations™**

Attributes of a Good Data Display

Data Display Quality Checklist

These checklists provide a list of structural and functional attributes to consider when preparing data for presentation or distribution.

Structural Components

Attributes	Attribute Present (Y/N)	Comments
Informative title		
All axes are labeled		
Population size noted		
If data are presented as percentages, the numbers used to calculate the percentages are also provided		
All variables are identified and labels provided		
Dates for data points are provided, if applicable		
A key identifies all symbols, shading, color, etc.		

Functional Components

Attributes	Attribute Present (Y/N)	Comments
Display is uncluttered and free of unnecessary detail and extraneous features		
Uses an appropriate chart style (e.g., pie chart, clustered bar chart, stacked bar chart)		
Communicates the story that the author wants to tell		

Example of A Good Data Display

