

## Output Description

- Purpose**
- Understand the detailed nature, purpose, and function of the output
  - Identify the sources of information or supply of the output
  - Describe the required appearance of the output
  - Identify the level of quality required of the output
  - Enable identification of activities to develop and quality control the output
  - Define the people or skills required to develop and check the output

<b>RCS Data Map</b>	
<b>Purpose</b>	The purpose of the Data map Definition is to confirm the data that the study will request, gather and analyse to inform the internal and external outputs for this project. It is an input into the Information Requests and Consumer Survey (tbc) that will be issued to collect the data.
<b>Target Audience</b>	Project Team
<b>Composition</b>	<ul style="list-style-type: none"> <li>• Tab for specific data to be captured. Vertical axis is by technology, Horizontal axis is by Data Area. <ul style="list-style-type: none"> <li>○ Colour coded indicating the source of the data (including data we already have, if applicable).</li> </ul> </li> <li>• Tab for Data Area Definitions</li> <li>• Tab listing any data that we currently have and intend to use and whether permission is required from the provider – <i>'permission' not applicable, will only use current data as a sanity check against the data we receive.</i></li> <li>• Description of data is clear and specific enough to inform generating the data info requests.</li> <li>• Tab to manage Info Requests – provider, key contact, date sent, date received, comments</li> </ul>
<b>Derivation</b>	<ul style="list-style-type: none"> <li>• Discovery meeting to outline what is available now and discuss the data areas for the study.</li> <li>• Reference John Gandy's document: Proposed RCS Dataset.</li> <li>• The RCS Data map output will be a working document. It will start with 'everything we would want to gather' and work from there against what is achievable. <ul style="list-style-type: none"> <li>○ The draft set will be shared with Aidan and/or Sam in terms of a 'sanity' check around what is practical/possible.</li> <li>○ Meetings with Telcos will also shed light on what is/is not possible, so the datamap may be updated prior to finalising, as the input for Info Requests. The format of the data they provide may also be constrained. Assume can convert from one version to another but need to know up front what we want / what we will get.</li> </ul> </li> </ul>
<b>Format and Presentation</b>	<ul style="list-style-type: none"> <li>• Tabs within an MS Excel Spreadsheet</li> <li>• Colour coding indicating source of the data: Telco, Public Website, Consumer Survey, MBNZ, Stats NZ.</li> <li>• <i>Reference the MMR data table – in terms of format and presentation - <a href="https://imanager.comcom.govt.nz/work/link/d/IMANAGE!4688371.1">https://imanager.comcom.govt.nz/work/link/d/IMANAGE!4688371.1</a></i></li> </ul>
<b>Allocated to</b>	Authors: Jordan supported by Magdalena (re data format required)
<b>Estimated Effort</b>	1 week to draft, 1 week to review/edit. Share draft 15-May-23, Finalise 22-May-23
<b>Quality Criteria</b>	<ul style="list-style-type: none"> <li>• The output meets the agreed, identified purpose.</li> </ul>

- The output has been reviewed by identified reviewers.

#### Quality method

- Following completion of the draft output, it will be shared with the project team and feedback/collaboration invited. It will then be updated and a final review completed by John, Ben and Hannah in that order.
- Once the data map is reviewed by Aidan/Sam, and the meetings with telco providers complete – if the data map needs to be ‘trimmed’ based on what is practical / possible, once complete, it will be reviewed again by John and Ben.

#### Quality check skill requirements

- From a legal perspective it needs to be clear whether permission is needed from providers to use data already collected that will be useful to the study.
- Reviewers should be ensuring that the data map will enable the Info Requests to be generated, required data to be gathered, analysed, and therefore inform the commentary outputs for this project.

### Advice

The following Quality Criteria should be applied:

- *The purpose is clear and consistent with other outputs*
- *The output is described to a level of detail sufficient to plan and manage its development*
- *The composition of the output describes the contents/elements of the output, rather than being a requirements specification*
- *Responsibility for the development of the output is clearly identified*
- *Responsibility for the development of the output is consistent with the roles and responsibilities described in the project management team organisation and the Project Quality Plan*
- *The quality criteria are consistent with the project quality standards, standard checklists and Acceptance Criteria*
- *The quality criteria can be used to determine when the output is fit for purpose*
- *The types of quality checks required can verify whether or not the output meets its stated quality criteria*

Released Under Official Information Act 1982