How to Choose a Database

What Data do we Need?

This table is designed to help you think about the data you currently hold. It may be in many different formats right now (spreadsheets, paper, existing systems for example), but that’s okay! With this table you can start to think about all the things you need to know and what you might be missing. It will also enable you to think about the best kind of system for storing and interacting with this data to get the most from your reporting.

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| --- | --- | --- |
| Who or what is the data about | Broad categories | Notes |
| Service users (/Clients / Beneficiaries) | ContactDemographicsHealth historyEducation and Employment situationCriminal involvementReferral forms receivedDocuments sent | *Who in your organisation is already doing this? For what services etc?*  |
| Their family members | ContactFamily relationship |  |
| Trustees | Contact  |  |
| Staff | ContactHRKey workers |  |
| Volunteers |  |  |
|  |  |  |
| Partner agencies |  |  |
| Partner agency staff |  |  |
| Donors |  |  |
| Supporters |  |  |
| Funding organisations |  |  |
| Service delivery | WhenWhat happenedWho with |  |
| Outcome measures | Outcome StarsCore 10 |  |
| Annual user survey  |  |  |
|  |  |  |
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This grid accompanies the ‘How to choose a database’ e-book available from [www.lamplightdb.co.uk/resources](http://www.lamplightdb.co.uk/resources)