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.

|  |  |  |
| --- | --- | --- |
| Who or what is the data about | Broad categories | Notes |
| Service users (/Clients / Beneficiaries) | Contact  Demographics  Health history  Education and Employment situation  Criminal involvement  Referral forms received  Documents sent | *Who in your organisation is already doing this? For what services etc?* |
| Their family members | Contact  Family relationship |  |
| Trustees | Contact |  |
| Staff | Contact  HR  Key workers |  |
| Volunteers |  |  |
|  |  |  |
| Partner agencies |  |  |
| Partner agency staff |  |  |
| Donors |  |  |
| Supporters |  |  |
| Funding organisations |  |  |
| Service delivery | When  What happened  Who with |  |
| Outcome measures | Outcome Stars  Core 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)