



# Scaling data-enabled projects: a checklist

There are many ways that data – especially open data – and open approaches to design can be used to deliver more efficient and effective products and services.

Our research has shown that innovative approaches are often not being effectively reused across local government or in the wider public, private or third sectors. Solutions remain local and successful innovations don't benefit as many people as perhaps they could. There are many barriers that limit the scaling of products and services. Open approaches to sharing data, software, methodologies and learnings can help to remove these barriers.

This checklist is intended to help those involved in designing, planning or running products and services think through the issues that might help them to scale beyond short-term or small-scale products.

See the [Scaling data innovation project page](#) for more information.

## How to use this checklist

As someone who is responsible for service design and delivery you could use this checklist when you are designing and planning your project. Or, later in your projects, as a guide to help you produce outputs that will help others to build on and reuse your work.

As a funder of innovative projects, eg in local government, research, or the third sector, you could use this checklist to help the projects you're funding think through how to deliver work that is more likely to scale beyond the initial funding period.

## Why should you use it?

- To identify barriers to scaling
- To think about collaboration and sharing opportunities
- To help you to work in the open
- To make you think about what to document for others



Scaling data-enabled projects: a checklist	
<b>Data</b>	<input checked="" type="checkbox"/>
Have you helped others to understand what data is necessary?	<input type="checkbox"/>
Have you documented any technical, legal and ethical challenges in using that data?	<input type="checkbox"/>
If using your organisation's data is necessary to help scale your project, then have you published or shared that data in a way that others can understand and use? For example, under an open licence? We recommend certifying your data publishing with an Open Data Certificate: the mark of quality and trust for data publishing	<input type="checkbox"/>
If you are reusing data from other organisations, then have you documented your data sources, so that others can find and use it?	<input type="checkbox"/>
If you are reusing data from other organisations, then are there licensing restrictions that might limit how it could be reused by other (types of) organisation?	<input type="checkbox"/>
If you had to (or are going to) negotiate access to data that isn't available under an open licence, then have you described how others could also repeat these steps, e.g. to engage with the data steward?	<input type="checkbox"/>
If you had to collect new data for the project, then have you documented how you went about doing that, so others could collect similar data, or update your dataset?	<input type="checkbox"/>
If you went through a privacy impact assessment or ethics review to inform whether your organisation could access and use the data required for your application, then could you share the results of those activities to help guide and inform others?	<input type="checkbox"/>
Have you documented any necessary data cleaning or processing activities required to use the data required in your project?	<input type="checkbox"/>
<b>Technical</b>	<input checked="" type="checkbox"/>
Have you documented the technical aspects and dependencies of your project?	<input type="checkbox"/>
Have you published your code under an open licence, so it can be accessed, used and shared by others?	<input type="checkbox"/>
Does replicating or scaling your work require the use of specific third-party tools, platforms or technology? If so, then have you documented those so that others can understand the technical requirements for your product or service?	<input type="checkbox"/>
If you have created new code as part of your application, then have you published it to a public repository, under an open licence, that will allow others to access, use and improve it?	<input type="checkbox"/>
Have you provided some minimal documentation that will help others to install, run and customise your software?	<input type="checkbox"/>
Have you documented any specific dependencies your software might have, e.g. on specific cloud platforms or third-party services?	<input type="checkbox"/>
<b>Resources</b>	<input checked="" type="checkbox"/>
Have you described how your project was funded?	<input type="checkbox"/>
Have you described any identified costs to replicate your project	<input type="checkbox"/>

If your product or service can be installed and run by another organisation, then are you able to indicate how much it may cost them to run the system so they can inform their funding and/or budgeting process?	
Could describing your original source of funding help others to obtain similar help and support?	
Have you described the skills needed to replicate your project?	
Do you know of any operational or scaling issues that may impact how someone builds on or extends your work?	
Did you have to pay for specific expertise or contributions in order to collect the data, design the system or engage with users that may affect the funding and support that others may need to find?	
Are there reasons why you have decided not to scale up or scale out your project yourself? Are you looking for project partners to help?	
<b>Knowledge sharing</b>	<input checked="" type="checkbox"/>
Have you published documentation about your project so that the outputs can be easily found? Have you shared your learnings, impact, successes and challenges?	
Have you published a project homepage or similar starting point that will allow someone to easily find out the scope, impact and technical aspects of your project?	
Have you written up a short summary of your project that identified any necessary steps or activities that will inform how it might scale?	
Have you shared your project documentation in language suitable for a wide range of audiences?	
Have you detailed and shared your project's user group and research?	
Have you shared the story of your project and the problem you were attempting to solve? Have you detailed your impact, successes, challenges and lessons learned, e.g. by writing up a case study or impact report?	
<b>Collaboration</b>	<input checked="" type="checkbox"/>
Have you considered how you can work with others to help them create a similar project or improve your own?	
Have you provided contact details so that people can contact you about your project?	
Have you communicated that you are open for feedback?	
Have you suggested that you are open to partnerships with other organisations?	

## Tools and guidance that can help

Guide/tool	Description
<a href="#">Data inventory guide</a>	A guide to help create a list of datasets with metadata that describes their contents, source, licensing and other useful information.
<a href="#">Open Standards for Data guide</a>	A guide with tools, tips and techniques to help you find existing data standards, or create new ones.
<a href="#">GitHub</a>	A popular online repository for hosting and sharing source code
<a href="#">Data ecosystem mapping</a>	This is a tool for creating a visual map that illustrates how data is being accessed, used and shared throughout your service.
<a href="#">Data Ethics Canvas</a>	A tool for organisations to identify and manage data ethics considerations.
<a href="#">Open Data Skills Framework</a>	Open data skills support, from beginner to expert level.
<a href="#">Public procurement guide</a>	This guide outlines how to embed open data into the procurement of public services.
<a href="#">Publisher's guide to open data licensing</a>	If you are publishing data, this guide helps you think about licensing.
<a href="#">Data re-users guide</a>	If you are using data published by a third party, this guide helps you know what you can and can't do with it.
<a href="#">Openness and personal data principles</a>	A guide to using personal data in an open, compliant way.
<a href="#">Open Data Certificates</a>	A questionnaire which assesses the reusability and sustainability of your data publishing practices

This checklist is open for feedback. If you have any questions or feedback, [please get in contact](#).