[pair-code.github.io/datacardsplaybook](http://pair-code.github.io/datacardsplaybook)

MODULE ANSWER

Early Review Checklist

Activity

Level: Basic  
Duration:⏳️⏳

| Instructions This activity requires familiarity with the dataset being documented in a Data Card. Work through the listed questions with your team to organize your documentation, enlist the help of stakeholders, anticipate bottlenecks and distribute work.  Start with a review of the Data Card template as a group. Use this to identify relevant questions and organize resources (analysis, documents, people) needed to answer them. Once the workload has been distributed, determine your timelines and plan check-ins. |
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### Early Review Checklist

#### Reviewing questions in the Data Card Template:

* Which fields are inapplicable or irrelevant to your dataset or model?   
  Can this change in the future?
* What fields are applicable, but appear infeasible to document? Why?
* Which fields need a human-written answer? Which can be automated?

#### Organizing timelines and distributing the work:

* When do you hope to have it completed by?
* Which fields are likely to take longer to answer? How long?
* Are there any additional analyses that need to be factored into the timeline?
* What documents need to be gathered to complete the Data Card?
* Who should be responsible for documenting the answer to a given field?   
  How long is this likely to take?
* Who else (subject matter experts, analysts, others) should be brought into the project?   
  What for?

#### Wrapping up your Data Card:

* Who needs to review, verify, or sign off on the transparency artifact?
* Which fields are likely to change or require maintenance over time?   
  Can this process be automated?

### Worksheet

#### Reviewing questions in the Data Card Template:

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* Which fields need a human-written answer? Which can be automated?

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* Who else (subject matter experts, analysts, others) should be brought into the project? What for?

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#### Wrapping up your Data Card:

* Who needs to review, verify, or sign off on the transparency artifact?

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* Which fields are likely to change or require maintenance over time? Can this process be automated?

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