



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.

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:

- 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?



The [Data Cards Playbook ↗](#) by Google Research is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.

You are free to share and adapt this work under the [appropriate license terms ↗](#).

