Field data, maps and dashboards

Good reporting begins with simple collection rules. When field teams record the same things in the same way, reviewers can check data and use it with more confidence.

Define what a record means

For each field, agree what counts and how it is checked. Give records a stable ID. Decide which forms need dates, coordinates or photos, and collect only what the reporting question needs.

Plan for weak connectivity

Use a collection process that can handle the places your team works. Test when records sync, what happens if the same item is entered twice and how a reviewer can return a record for correction.

Design the dashboard around decisions

Choose the indicators the team actually needs, confirm how they are calculated and show the time period. Check permissions before showing maps or field records publicly, especially if they contain sensitive locations or personal information.

How M-CreativeHub can help

We can map data flows, assess sources such as forms and spreadsheets, and build reporting and map views where data quality and access support them. Start with one programme or a small set of indicators.

What to bring to the first conversation

Your reporting questions, blank forms, an indicator list, reporting periods and a clear decision about what can be shared.

Before connecting a dashboard

A dashboard is worth building when the team can explain where its numbers come from, who checks them and how they influence decisions.

Write a definition for each measure

Record the numerator, denominator, time period and data owner. Decide how to count repeat visits, missing records and late corrections. Confirm the same definition applies across reporting periods before comparing figures.

Test sync, review and export

Try a full cycle from field collection to verified report. Include a duplicate, a correction and a delayed upload. Check that reviewer roles, exports and map coordinates behave as agreed, and that updating a record does not inflate a total.

Price the work behind the charts

Include form changes, cleanup, connector or storage fees, staff review time and support. Confirm that each data source permits authorised exports or integrations. If access is missing, start with a documented manual import rather than budgeting for live sync.

Decide what can be published

Keep private field information and sensitive coordinates out of the public view. Use aggregated results when suitable, agree permissions with the data owner and show the period and source on each chart.

Before you commit

Start with one reporting period and a few indicators that reviewers can verify against the source.