

10 Top Tips for Data Management

Data quality can seem like a daunting task, but it's really all about having the right people, processes and technology in place. These 10 simple steps will help you focus your efforts and build an action plan of how to approach this massive challenge.

One: Start at the end

When you look at data quality, it's vital to start at the end. Think what your objectives are, what you want to do with the data, what it will be used for.

Your objectives impact on the amount and type of data you need. Typical applications might include order taking, fulfilment and delivery, billing, reporting, cross-selling and up-selling to existing customers, and prospecting for new customers who share a similar profile to your existing customers. Knowing what you are aiming to do at the beginning will help you ensure that you capture all the fields you need to do it, and that you have the ability to capture the data across all customer touchpoints. Considering your objectives and starting at the end ensures your data is fit for its intended purpose.

Two: Consider the data elements

There's much more to a customer or prospect record than a name and address, but practice in Romania shows that only ~47% of databases actually have reliable, clean and complete addresses. **Address data quality is the fundamental first step.** This is just the starting point for a whole host of additional information that can enrich your relationship and help you communicate with them more effectively. A great starting point is to gather the data you already have and to decide upon its relevance. Analysing your current data should indicate where you have gaps and what additional data is required.

The key point is to think about everything you might want to know about a customer or prospect, so that you can build the ability to collect this information into your data systems and processes from day one, even if the data itself is accumulated over months or years of ongoing customer communications.

Three: Measure data quality

No matter how good the systems and processes you put in place to capture data across all customer touchpoints, it is essential that you have a way of measuring the quality of the data over time.

According to official statistics, every day in Romania -

- 700 people die
- 600 people move house
- 1,300 properties are being transacted

And just as alarmingly, business data decays by a significant percentage each year. With statistics like these, it's clear that your data quality processes must

include provision for updating customer and prospect data on an ongoing basis. The good news is that there are established ways of doing so and help is available to ensure that vital data, such as a correct address is clean and accurate and remains so over time. Data quality is a journey, not a destination.

Four: How to get from here to there

Benchmarking is a key part of any data quality programme. If you are in the process of putting a good data quality programme in place, you should be able to examine where you are now, establish where you would like to be at given points in time going forward, and then assess your performance against those targets, three months, six months, a year, two years down the line. If your current processes are in a poor state, there may be too much to tackle all at once, so identify the areas that are having the biggest negative impact on the business, and prioritise those. **Geo Strategies can help you audit your data and advise you on your strategy going forward.** With improved data quality procedures in place, you will be able to assess how much your data quality has improved over time against the targets you set for yourself.

Five: How to secure buy-in

Many data quality projects fail because they do not gain the necessary support from all relevant stakeholders in the business. It is not always evident to people why data quality matters, and how it can affect the bottom line. The fact is, customer and prospect data affects everyone in the organisation, from the CEO down. Education is vital to get everyone on board by explaining what's in it for them. Think about the key drivers and the pain points for all the key stakeholders of the business, and then show how the data strategy will help to improve things. If a manager is challenged to reduce costs, explain how a coordinated data strategy will reduce the amount of returned mail, and so help achieve their aims. For the hands-on users, appeal to their competitive nature by rewarding those individuals and teams that show the greatest improvement in data collection or data entry. Buy-in will only come when you make data quality relevant to your audience. It helps too, when you are planning your data strategy, if you can target some highly-visible areas of the business where there are gaps in the data quality and where people working throughout the business will be able to see some quick wins.

And of course, once these quick wins have been achieved, communicate them internally so that everyone can see the benefit of the data quality programme going forward.

Six: How to win support for the investment

A good data quality programme is an investment in the long-term success and profitability of your business. Like any investment it needs to be justified to those holding the purse strings. Connecting the proposed investment to the company objectives and to the five areas below should act as a good business case for investment.

- Reputation
- Revenue
- Cost
- Profit
- Compliance

Consider how improvements in data quality will affect these key board level objectives.

Seven: Put effective processes in place

A data strategy alone is not sufficient in ensuring your organisation's data quality is upheld. Putting processes in place to capture, clean and maintain data will provide clear guidance on how you aim to achieve your goals and clear instructions to those working with you. Ensure that everyone in the organisation is trained in the importance of maintaining good quality data, and hold regular review meetings to ensure that your data quality processes are up to date, efficient and effective, and remain so.

Eight: Use technology

The challenge of maintaining accurate data can sometimes seem like a daunting one, but the technology and experience is out there to help you. Your approach should be tailored to your specific organisation; concentrating on your business needs will give you a more sophisticated and effective solution. Tools are available to help you:

- Avoid potential data pollution
- Manage data decay over time
- Profile and segment contacts
- Suppress those who won't respond

The tools are out there, there is no excuse for not using them.

Contact us at mosaic@geo-strategies.com or call us (+44 1223 205080, +40 269 210832 or +40 722 940) to discuss the steps for your data audit.

To find out more about what Geo Strategies could do for your business in Romania go to www.geo-strategies.com

Nine: Have you improved?

With a good data quality system in place, some of the improvements may be evident for everyone to see. But to ensure you are getting a return on your investment, you should measure and report on the performance of your data quality programme on an ongoing basis. There are some key metrics that will help you see how well, or otherwise, you're doing including: **Customer satisfaction** – if your data quality really has improved, this should be reflected in improved customer satisfaction scores. **Speed** – are you saving time capturing and cleansing data, and executing campaigns? Do you have systems in place that can measure how long these activities take now, and how long they took last year, or the year before? **Accuracy** – if you have benchmarked where you started out from, and where you are now, you should be able to see improvements in the accuracy of your data reflected in a reduction in the amount of returned mail, and in the volume of people you need to mail in order to achieve a given response. If your mailings are better targeted, you should also see an improvement in your response-to-conversion ratio.

Ten: Start again

When everything seems to be running smoothly, and your data quality programme seems to be doing its job, it's easy to let up. Don't! Revisit your initial objectives to see how your results are improving, review the process regularly, and make sure the key stakeholders are kept fully informed of your performance. Data quality can't be left to look after itself; it simply doesn't work like that. But stay on top of it, and your company will reap the benefits.

About Geo Strategies and Experian

Geo Strategies and Experian have teamed up to provide information, analytical and marketing services to organisations in Romania to help manage the risk and reward of commercial and financial decisions. Combining their unique information tools and with an understanding of individuals, markets and economies, our teams of consultants work with organisations across industries to establish and strengthen customer relationships and provide their businesses with competitive advantage.

From services in data cleaning and enhancement, contact strategies, customer journey, CRM and data strategies, to Mosaic consumer segmentation, Micromarketer area analysis and profiling, to the application of customer driven insight and targeting, channel mix - we can assist.