

Factors that effect the quality of information

ACCURACY:

The data that has been collected must be accurate, otherwise the information it will produce will be inaccurate.

RELEVANCE:

In order for information to be useful, data must be relevant.

AGE:

In order for the information to be useful, the data needs to be up to date. Information changes over time, so old, out-of-date information can be misleading.

COMPLETENESS:

In order for information to be useful it needs to be complete. If parts of information are missing then you will not be able to make use of it or make accurate decisions.

PRESENTATION:

Information that is presented in a disorganized way or manner that is hard to understand will be less useful to you and of little value. Sorting or organizing data before you present it can make it easier to understand and be more useful.

LEVEL OF DETAIL:

Giving too much information will make it difficult to find what you require. Whereas, too little information will make it hard for you to understand or make use of the information provided.