

Providing Technology for Change since 1998

 **Data Inventory**

**Keep track of your organization’s data sources here:**

Where are all of the areas you keep **member information/lists**? ie: mailing lists, excel files, current CRM, bulk email list, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name of File** | **File Owner** | **Purpose / How Data Supports Mission** | **Location of File** (if applicable) | **Cost**  | **Staff Time Spent** |
| **Data Source #1** |  |  |  |  |  |  |
| **Data Source #2** |  |  |  |  |  |  |
| **Data Source #3** |  |  |  |  |  |  |
| **Data Source #4** |  |  |  |  |  |  |

Where are all of the areas you keep **contribution information**? ie: excel files, current fundraising management system, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| **Data Source #1** |  |  |  |  |  |  |
| **Data Source #2** |  |  |  |  |  |  |
| **Data Source #3** |  |  |  |  |  |  |
| **Data Source #4** |  |  |  |  |  |  |

Where are all of the areas you keep **volunteer and event management information**? ie: excel files, current CRM, etc.

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| **Data Source #3** |  |  |  |  |  |  |
| **Data Source #4** |  |  |  |  |  |  |

Where are all of the areas you keep **advocate and action-taker information**? ie: excel files, current CRM, current bulk email program, etc.

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| --- | --- | --- | --- | --- | --- | --- |
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| **Data Source #4** |  |  |  |  |  |  |

List **any other data sources** you want to track here? ie: Program Data, Grant Information, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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