

**Organisational Data Capabilities  
Research Programme  
Organisational Information Sheet**

Thank you for your interest in this project. The following information is intended to help your organisation decide whether it is willing to participate.

**Who are we?**

[Mary Ellen Gordon](#) is a Senior Lecturer in the School of Information Management at Victoria University of Wellington. [Kim McKeage](#), is a Professor at Hamline University in the United States. [Nehal Tailor](#) and [Ashley Krynen](#) are Masters students from the School of Information Management at Victoria University of Wellington.

**What is the aim of the project?**

This research is intended to develop a process to help organisations measure their data capabilities and to help researchers determine the relationship between data capabilities and different aspects of organisational performance. It has been approved by the Victoria University's School of Information Management Human Ethics Committee.

**How can your organisation help?**

If your organisation agrees to participate, we will ask you to identify the individuals in your organisation who are most involved with data and to provide their work e-mail addresses. We will then send them an invitation to complete an online questionnaire that should take no more than 15 minutes to complete. The questionnaire asks about the types of data that are used within your organisation and about data-related skills. At the end of the questionnaire it asks the person completing it to identify others in the organisation who work with data and to provide their work e-mail addresses. Given data is now dispersed throughout organisations, this process will ensure that we don't miss anyone who might have a useful perspective on the way your organisation uses data. If this process identifies any additional potential participants, we will repeat the process with them. Data will be recorded using online survey software.

### **What will happen to the information you give?**

To ensure we can determine who has responded and aggregate responses from your organisation, the research team identified above will be able to see individual responses; however when results are published neither your organisation nor the participating individuals will be identifiable by name.

### **What will the project produce?**

The information from this research is intended to be published in a journal article and also create a tool that can be used subsequently for organisations to measure their own data capabilities to identify gaps and measure progress and for researchers to compare and contrast the data capabilities of different organisations.

### **If you accept this invitation, what are your rights as a participating organisation**

Your organisation does not have to accept this invitation if you don't want to. If your organisation decides to participate, you have the right to:

- let individual staff members decide whether they want to contribute (by completing an online questionnaire).
- ask any questions about the study at any time.
- receive a copy of the aggregated results for your organisation
- be able to read any reports of this research by emailing the researcher to request a copy.

### **If you have any questions or problems, who can you contact?**

If you have any questions, either now or in the future, please feel free to contact:

Mary Ellen Gordon ([maryellen.gordon@vuw.ac.nz](mailto:maryellen.gordon@vuw.ac.nz) or 04 4636557).

### **Human Ethics Committee information**

If you have any concerns about the ethical conduct of the research, you may contact the School of Information Management's HEC Convener: Dr Philip Calvert [philip.calvert@vuw.ac.nz](mailto:philip.calvert@vuw.ac.nz); 04 4636629.