

FREE RESEARCH RESOURCE

Data Analysis Readiness Checklist

Prepare quantitative or qualitative material before statistical testing, modelling, coding, or thematic development.

How to use this resource

Work through each item against your own programme, institution, supervisor guidance, ethics approval, verified sources, and actual data. Mark items only when you can show the supporting evidence or decision record.

1. QUESTION-TO-EVIDENCE MAP

1. Question-to-evidence map

- [] Each research question or hypothesis has a named data source and analysis objective.
- [] The proposed technique fits the design, sampling logic, measures, and type of claim.
- [] Decision rules and expected outputs are written before inspecting convenient results.

2. DATA MEANING AND PROTECTION

2. Data meaning and protection

- [] A read-only raw-data copy is preserved separately from cleaning and analysis files.
- [] The codebook defines variables, values, labels, units, missing codes, derived fields, and reverse scoring.
- [] Direct participant identifiers are removed or protected under an approved handling process.

3. QUALITY REVIEW

3. Quality review

- [] Impossible values, duplicates, missingness, exclusions, transcription issues, and corrections are documented.
- [] Quantitative assumptions or qualitative quality criteria are checked against the planned approach.
- [] Sample limitations, access constraints, and evidence gaps remain visible.

4. INTERPRETATION BOUNDARIES

4. Interpretation boundaries

- [] Reported claims match the design and do not overstate causality, certainty, or generalisability.
- [] Effect sizes, uncertainty, context, contrary evidence, reflexivity, and alternative explanations are considered.
- [] Every table, model, code, or theme answers an identified question or objective.

5. REPRODUCIBLE FILES

5. Reproducible files

- [] Syntax, scripts, project files, coding frameworks, outputs, version notes, and decisions are saved.
- [] Values and quotations reported in the thesis can be traced to verified data or analysis output.
- [] Results are clearly separated from interpretation and discussion.

Analysis decisions / unresolved issues

Next step

Read the full guide at thesiswritinginstitute.com/blog/data-analysis-readiness/ or discuss methodology and analysis support before finalising the plan.