3. ANALYSE YOUR DATA

Become familiar with your data and identify patterns, signals, and stories that are important to your stakeholder. This step usually involves a lot of data mining, but how you do so depends on what area of work you are in, who your audience is, and when you are reporting.

The main activities are:

- Establish main categories of analysis (geographical area, affected sector) and contains all the documents and databases obtained through the main activities.
- Main confirmed patterns, trends, theories, explanations, messages and stories.
- Summary statistics and statements
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends.

3.1 Explore

Engage and discover

- Summary analysis and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

3.2 Describe

Summarise and compare

- Summary analysis and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

3.3 Explain

Context and explanation

- Summary analysis and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

3.4 Interpret

Find explanations and evidence

- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

3.5 Anticipate

Predictive and forecast

- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

4. COMMUNICATE

Your analysis emerges from the organisation, clarity and credibility of your argument(s) and the way you present and explain it. Themes, maps, numbers, tables and charts can all be used to make your arguments clear and compelling. You should aim to communicate your analysis in a way that is clear and accessible to your intended audience.

The main activities are:

- A strategy and objectives
- A list of indicators
- A set of scenarios
- An outline of the impact of a continuation of the current developments or trends

4.1 Plan

Design and plan your project by defining and organising the analytical approaches you must take.

- A strategy and objectives
- A list of indicators
- A set of scenarios
- An outline of the impact of a continuation of the current developments or trends

4.2 Acquire

Obtain data on your primary audience and their needs and interests.

- Data and data sources
- Key stakeholders and their roles and responsibilities
- Data and data sources
- Key stakeholders and their roles and responsibilities

4.3 Analyse

Evaluate and validate

- What additional data and information is required to understand the process, conclusions, completions, and middle
- What additional data and information is required to understand the process, conclusions, completions, and middle
- Data and data sources
- Key stakeholders and their roles and responsibilities
- Data and data sources
- Key stakeholders and their roles and responsibilities

4.4 Interpret

Find explanations and evidence

- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

4.5 Prescribe

Suggest and advise

- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Summary statistics and statements for each category of analysis (geographical area, affected sector)
- Main confirmed patterns, trends, theories, explanations, messages and stories
- Main assertions and propositions
- An outline of the impact of a continuation of the current developments or trends

5. AND THROUGHOUT...

While presented in a logical sequence, analysis is not linear, nor is there a right or wrong order. Sometimes you need to go back and start again. However, the process of analysing data involves several stages: collecting, summarising, interpreting, and communicating. This article provides guidance on how to approach each stage effectively.

- A strategy and objectives
- A list of indicators
- A set of scenarios
- An outline of the impact of a continuation of the current developments or trends

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