

Data Analysis Template

NB: There is inevitable overlap between the three broad categories of workarounds, genres and infrastructure. The important thing is to note down information in one or the other of these categories – there's no need to repeat unless thinking of it from a different perspective highlights different dimensions of information culture.

1. Workarounds

- What unofficial systems and/or tools do people use?

- Why?

- What's the impact of these workarounds? Can they/should they be further developed?

- Analysis – what insight do these workarounds provide into information culture?

3. Genres (includes documents and meetings)

- What are the main/distinctive genres that get talked about? (nb: comprehensive list not necessary)

- What, where, how and why are they used, who uses them?

- Analysis: What do the genres tell us about the information culture?

4. Infrastructure

- What formal systems/tools/resources exist to manage information? (e.g. filing system, EDRMS, collection etc)

- Analysis: What does the infrastructure tell us about information culture?