

AI-Ready Data Audit by DataCareerHub

Sample Audit Report

Fictional sample organization: Community Services Pilot

This document is a sample deliverable for DataReady AI Lab. It uses fictional data only and does not represent a real client, confidential dataset, legal review, privacy audit, or compliance certification.

Executive Summary

The sample organization has enough structured data to begin a starter dashboard after cleanup. The highest-impact improvements are standardizing categories, approving KPI definitions, and documenting source ownership. Future AI/document-search planning should wait until document permissions, versioning, and privacy boundaries are defined.

Readiness Scorecard

Readiness Area	Sample Score	Interpretation
Data completeness	81 / 100	Most core fields exist, but outcome dates are occasionally missing.
Data consistency	60 / 100	Program and donor categories need standard naming.
KPI clarity	70 / 100	Core KPIs are visible, but definitions need approval.
Dashboard readiness	76 / 100	Good starter dashboard candidate after cleanup.
AI/RAG readiness	54 / 100	Documents need ownership, versioning, and permission review.

Sample Data Sources Reviewed

Donor spreadsheet, program attendance export, volunteer hour log, monthly board report, and a small set of policy documents. These sources are fictional and included only to demonstrate audit structure.

Key Findings

- Duplicate donor records appear when names are entered with nicknames, initials, or old email addresses.
- Program categories are similar but not identical across attendance reports and grant reports.
- Outcome metrics exist, but several fields need clearer definitions before leadership dashboards are built.

- Documents may support a future private knowledge assistant concept, but permission rules and version ownership need review first.

Recommendations

Priority	Recommendation	Reason
1	Create a master category list.	Improves reporting consistency across programs and grants.
2	Define five starter KPIs.	Prevents dashboard confusion and keeps reporting human-readable.
3	Build a monthly data refresh workflow.	Reduces manual reporting and makes trend review repeatable.
4	Document AI/RAG privacy boundaries.	Prepares for future document-search prototype planning without overpromising.

Suggested Next Steps

- Approve the KPI map with leadership and reporting owners.
- Clean duplicate and inconsistent category records in a controlled spreadsheet or database workflow.
- Build a starter dashboard prototype using sample or approved non-sensitive data.
- Revisit private AI/document-search planning only after source permissions and privacy rules are documented.

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