

SOP Template: Analysis and Findings Compilation Standards

This SOP defines the **analysis and findings compilation standards** required to ensure consistency, accuracy, and clarity in data interpretation and reporting. It covers procedures for data collection, analysis methods, quality control, documentation of findings, and presentation formats. The goal is to provide standardized guidelines that facilitate reliable and comprehensive reporting to support informed decision-making and continuous improvement across projects.

1. Scope

This SOP applies to all projects and team members involved in data analysis and reporting.

2. Responsibilities

- **Project Managers:** Ensure adherence to standards and oversee process completion.
- **Analysts:** Follow procedures for analysis and documentation.
- **Quality Assurance:** Review compliance with established standards.

3. Data Collection Procedures

1. Identify and document data sources clearly (e.g., databases, surveys, instruments).
2. Ensure data collection follows approved protocols and is aligned with project objectives.
3. Record metadata such as date, source, and responsible party for each data set.
4. Store data securely and back up regularly.

4. Analysis Methods

1. Select appropriate analysis techniques relevant to objectives and data type.
2. Document the chosen methodology, software/tools used, and any assumptions made.
3. Ensure reproducibility of the analysis by providing a step-by-step record or code script.

5. Quality Control

- Cross-verify key findings through independent checking or peer review.
- Identify and address discrepancies or outliers in data.
- Maintain a log of quality issues identified and corrective actions taken.

6. Documentation of Findings

1. Summarize results concisely and clearly.
2. Include relevant tables, charts, or visualizations with clear labeling and legends.
3. Provide context for findings: explain implications and limitations.
4. Keep a transparent record of any changes to data or analysis post-initial review.

7. Presentation Standards

- Follow a standardized reporting template for all findings (see Table 1 below).
- Structure reports with clear sections: Executive Summary, Methods, Results, Discussion, Conclusions, Recommendations.
- Use consistent formatting (fonts, headings, bullet points) for readability.
- Ensure data visualizations are accessible and professionally presented.

8. Reporting Template (Table 1)

Section	Description
Executive Summary	Brief overview of key findings and recommendations.
Introduction	Purpose and background of the analysis.

Methods	Data sources, collection procedures, and analysis techniques.
Results	Detailed findings with supporting tables/visuals.
Discussion	Interpretation, implications, and limitations.
Conclusions & Recommendations	Summary conclusions and suggested actions.
Appendices	Supporting information (data, code, references).

9. Review and Updates

- Review this SOP annually or as needed based on project feedback and best practices.
- Document all revisions with date and summary of changes.

10. References

- Internal guidelines and templates.
- Applicable industry standards for analysis and reporting.