

Dashboard review checklist

Review a fictional or authorised dashboard. Check its purpose, definitions and limitations before sharing it.

Review the display

Dashboard audience and decision

Reviewer version and date

Mark C for complete, W for work needed or N for not applicable.

Status	Check
	Decision question and audience stated
	Record unit and totals defined
	Period filters and update date visible
	Sample checked against source
	Missing and duplicate cases explained
	Rates have a clear denominator
	Labels units and comparisons clear
	Colour is not the only signal
	Keyboard and alternative access reviewed
	Limitations owner and review agreed

Record issues and actions

Issue and effect on interpretation

Correction or investigation needed

Owner due date and next review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This practice document does not replace an analytical or accessibility review.