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**Reflecting on my data**

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| **What is the nature and scale of my data, and its current state?** |
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| **How will my data look when I’ve finished processing / analysing it?** |
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| **How long (even very approximately), will this take in hours?**  *Different bits of the work might take different amounts of time; break it down to whatever level feels right for you* |
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| **Now add a 30% contingency:** |
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| **Do I have all the access and resources I need to be able to move my data from its current state to its final state? If not, what do I need, or need access to?** |
| **Are there any other practical prior steps I need to take before starting this?** |

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| **As I’m taking care of myself, the most data processing I can manage in a day is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours. I could do this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days a week.** |
| **As I’m taking care of myself, I also need to build in:** |
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| **Given all the above, it’s my realistic aim to have my data processed and / or analysed by:** |
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