DATA ANALYSIS REPORT

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.

# Workarounds

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

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* Why?

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* What’s the impact of these workarounds? Can they/should they be further developed?

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

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# Genres (includes documents and meetings)

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

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

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

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# Infrastructure

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

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

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