

Data for All: Quality Assurance, Security and Accessibility Checklist for Data Visualization Dashboards

This checklist can be used for development on any data visualization platforms (like Tableau and Power BI for example).

Accuracy

- My data matches other sources and is confirmed by subject matter experts
- My data refreshes appropriately
- My dashboard tells the story I intend to tell

Security

- My data meets suppression guidelines
- My data does not contain PII
- My data is de-identified
- My data for public sharing is on the external cloud environment

Branding

- My dashboard meets my agencies branding standards including colors and logos

Alternative Views

- My dashboard has been set up with alternate views (phone and tablet)

Accessibility

- My visuals have fewer than 1,000 marks
- My visuals use simple graphic elements like bar charts, line charts, and pie/donut charts
- My visuals have descriptive titles that use simple and easy-to-understand language
- My visuals have captions and alternative text
- My visuals have labels where appropriate
- My visuals use no more than 7 colors
- My text meets color contrast rules (4.5:1 regular text, 3:1 large text)
- My non-text visual elements meet contrast rules (3:1)
- My filters have descriptive headings
- My dashboards DO NOT use the slider option for a filter
- My dashboards are not overcrowded
- My dashboards have download buttons where appropriate
- Any hyperlink text is either descriptive text or a short URL
- Redundant coding has been added to my visuals where appropriate to avoid relying on color alone to communicate information (like shapes to line graphs)

