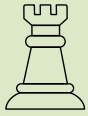
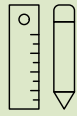


> 20 PRINCIPLES FOR GOOD SPREADSHEET PRACTICE



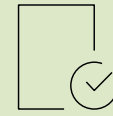
STRATEGY AND PLAN

- 1** Determine how much your organisation depends on spreadsheets and plan your approach and processes accordingly.
- 2** Adopt a consistent methodology for spreadsheets in your organisation.
- 3** Ensure designers and users of spreadsheets have appropriate knowledge, competence, experience, and awareness of functionality.
- 4** Determine if a spreadsheet is a suitable tool.
- 5** Focus on the purposes of the spreadsheet.
- 6** Tailor the design and documentation to the needs of the audience and dependent processes.



DESIGN AND BUILD

- 7** Make the spreadsheet easy to use, providing supporting guidance where helpful.
- 8** Design with adaptability in mind to minimise future manual intervention.
- 9** Structure workbooks with a clear flow of inputs, processes, and outputs.
- 10** Seek to control, clean, and optimise data quality and structure prior to using them.
- 11** Structure worksheets to avoid inconsistent logic and layout.
- 12** Keep formulas consistent across ranges.
- 13** Use the simplest features, functions, or formulas for the task.
- 14** Avoid using fixed values within formulas.
- 15** Refer to existing calculated results instead of reperforming the calculation.



CONTROL AND MANAGEMENT

- 16** Collaborate in design and review processes. This ensures accuracy, robustness, and the mitigation of risks.
- 17** Build in checks, controls, and alerts from the outset.
- 18** Test and review to reduce the risk of error and identify inefficiencies.
- 19** Ensure there is a regular process of backup and version control. This minimises loss of work and avoids the use of the wrong version.
- 20** Manage access levels and protection to reduce the risk of accidental or malicious changes.



Scan the QR code for more detail



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