



# Data preparation DO'S and DON'TS

In order for the data processing and analysis to progress smoothly and avoid multiple exchanges between the MIMU team and Client, it is recommended that Clients ensure the following.



## 1. Do not merge cells

	A	B	C	D	E	F	G
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	Village Tract	Village
2	Plan International	2014	2018	Rakhine	Taungup	Nga Lone Maw	Nga Lone Maw
3	Plan International		2018		Taungup	Let Pan Kyun	Let Pan Kyun
4	Plan International		2018		Taungup	Let Pan Kyun	Let Pan Kyun
5	Plan International		2018		Taungup	Let Pan Kyun	Kan Pyin
6	Care International		2018		Taungup	Kyauk Seik Taung	Kyauk Seik Taung
7	Care International	2014	2018		Taungup	Myo Taung Gyi	Myo Taung Gyi
8	Care International	2014	2018	Rakhine	Taungup	Tha Lein Pyin	Tha Lein Pyin
9	Care International	2014	2018	Rakhine	Taungup	Thin Chi Kaing	Thin Chi Kaing



## 2. Do not leave empty cells

Data from empty cells will not appear in the final product.

	A	B	C	D	E	F	G	H	I	J
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
2	Plan International	2014	2018	Rakhine	Taungup	MMR012016	Nga Lone Maw	MMR012016010	Nga Lone Maw	199622
3	Plan International		2018		Taungup	MMR012016	Let Pan Kyun	MMR012016014	Let Pan Kyun	199635
4	Plan International		2018		Taungup	MMR012016	Pauk Pyin	MMR012016001	Thin Chi Kone	199593
5	Plan International		2018		Taungup	MMR012016	Let Pan Kyun	MMR012016014	Kan Pyin	199636
6	Care International		2018		Taungup	MMR012016	Kyauk Seik Taung	MMR012016016	Kyauk Seik Taung	199639
7	Care International	2014	2018		Taungup	MMR012016	Myo Taung Gyi	MMR012016017	Myo Taung Gyi	199644
8	Care International	2014	2018	Rakhine		MMR012016	Tha Lein Pyin	MMR012016039		
9	Care International	2014	2018	Rakhine		MMR012016	Thin Chi Kaing	MMR012016024	Thin Chi Kaing	199661
10	Care International	2014	2018	Rakhine		MMR012016	Thin Chi Kaing	MMR012016024		
11	Care International	2014	2018	Rakhine	Taungup	MMR012016	Maung	MMR012016019	Maung	199655
12	Plan International	2014	2018	Rakhine	Taungup	MMR012016	Moe	MMR012016018	Moe Kyauk Gyi Kwin	199651
13	Plan International	2014	2018	Rakhine	Taungup	MMR012016	Ta Ra Gu	MMR012016027	Te Mauk	199678
14	Plan International	2014	2018	Rakhine	Taungup	MMR012016	Kan Day	MMR012016028	Kan Day	199682
15	Care International	2014	2018	Rakhine	Taungup	MMR012016	Gyi Wa	MMR012016030	Gyi Wa	199694
16	Care International	2015	2018	Rakhine	Taungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699



## 3. Do not use irregular spelling

Apply controlled vocabulary and use MIMU's list of locations found in the latest P-Codes. Be sure to use exact spelling from latest records.

	A	B	C	D	E	F	G	H	I	J
1	Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
14	Plan International	2014	2018	Rakhine State	Kentong					
15	Care International	2014	2018	Rakhine State	Taungup	MMR012016	Gyi Wa	MMR012016030	Gyi Wa	199694
16	Care International	2015	2018	Rakhine	Taungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699
17	Care International	2015	2018	Rakhine	Taungup Tow	MMR012016	Sar Pyin	MMR012016049	Taung Pauk	199780
18	Care International	2015	2018	Rakhine	Taungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Nyaung Lan Htoe	220854
19	Plan International	2015	2018	Rakhine	Taungup	MMR012016	Hpaung Khar	MMR012016037		
20	Care International	2015	2018	Rakhine State	Taungup	MMR012016	Pa Dar	MMR012016048	Pa Dar	199768
21	Care International	2015	2018	Rakhine	Taungup	MMR012016	Nat Maw	MMR012016042	Nat Maw	199734
22	Care International	2015	2018	Rakhine	Taungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Sa Lu	220855
23	Care International	2015	2018	Rakhine	Taungup	MMR012016	Sar Pyin	MMR012016049	Zee Kwin	199791
24	Care International	2015	2018	Rakhine	Taungup	MMR012016	Kyaw Kaing	MMR012016046	Kyaw Kaing	199750
25	Care International	2015	2018	Rakhine	Taungup	MMR012016	Hpaung Khar	MMR012016037		
26	Care International	2015	2018	Rakhine	Taungup	MMR012016	Khu	MMR012016029	Thet Kei Pyin	199690
27	Care International	2016	2018	Rakhine	Taungup	MMR012016	Sar Pyin	MMR012016049		



## 4. Do not use mixed fonts

Use instead a separate column and ensure they are fully completed in the unicode compliant MMR3

A	B	C	D	E	F	G	H	I	J
Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
Plan International	2014	2018	Shan State	Kentong		ကွတ်ကွတ်		ကွတ်ကွတ် (၃)	
Care International	2014	2018	Rakhine State	Tongup	MMR012016	Gyi Wa	MMR012016030	Gyi Wa	199694
Care International	2015	2018	Rakhine	Toungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699
Care International	2015	2018	Rakhine	Toungup Tow	MMR012016	Sar Pyin	MMR012016049	Taung Pauk	199780
Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Nyaung Lan Htoe	220854
Plan International	2015	2018	Rakhine	Toungup	MMR012016	Hpaung Khar	MMR012016037		
Care International	2015	2018	Rakhine State	Toungup	MMR012016	Pa Dar	MMR012016048	Pa Dar	199768
Care International	2015	2018	Rakhine	Toungup	MMR012016	Nat Maw	MMR012016042	Nat Maw	199734
Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Sa Lu	220855
Care International	2015	2018	Rakhine	Toungup	MMR012016	Sar Pyin	MMR012016049	Zee Kwin	199791
Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyaw Kaing	MMR012016046	Kyaw Kaing	199750
Care International	2015	2018	Rakhine	Toungup	MMR012016	Hpaung Khar	MMR012016037		
Care International	2015	2018	Rakhine	Toungup	MMR012016	Khu	MMR012016029	Thet Kei Pyin	199690
Care International	2016	2018	Rakhine	Toungup	MMR012016	Sar Pyin	MMR012016049		



## 5. Include a Place Code (P-Code)

Use the latest available version from [themimu.info/place-codes](http://themimu.info/place-codes)

A	B	C	D	E	F	G	H	I	J
Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
Care International	2014	2018	Rakhine	Toungup	MMR012016	Thin Chi Kaing	MMR012016024	Thin Chi Kaing	199661
Care International	2014	2018	Rakhine	Toungup	MMR012016	Thin Chi Kaing	MMR012016024	Tar Ye	199662
Care International	2014	2018	Rakhine	Toungup	MMR012016	Maung	MMR012016019	Maung	199655
Plan International	2014	2018	Rakhine	Toungup	MMR012016	Moe	MMR012016018	Moe Kyauk Gyi Kwin	199651
Plan International	2014	2018	Rakhine	Toungup	MMR012016	Ta Ra Gu	MMR012016027	Te Mauk	199678
Care International	2014	2018	Rakhine	Toungup	MMR012016	Kan Day	MMR012016028	Kan Day	199682
Care International	2014	2018	Rakhine	Toungup	MMR012016	Gyi Wa	MMR012016030	Gyi Wa	199694
Care International	2015	2018	Rakhine	Toungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699
Care International	2015	2018	Rakhine	Toungup	MMR012016	Sar Pyin	MMR012016049	Taung Pauk	199780
Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Nyaung Lan Htoe	220854

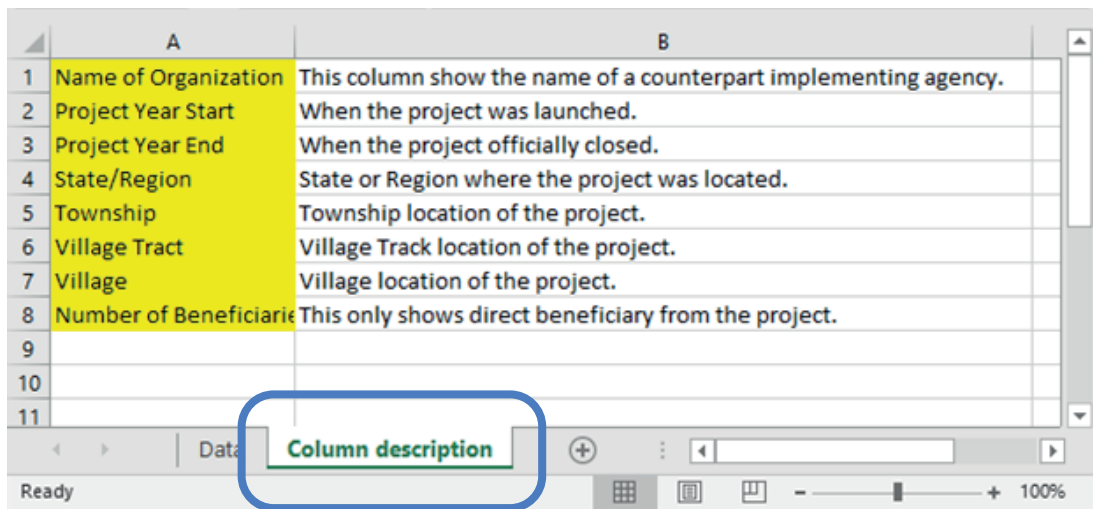


## 6. Name your Excel Spreadsheets

A	B	C	D	E	F	G	H	I	J
Name of Organization	Project Year Start	Project Year End	State/Region	Township	TS_Pcode	Village Tract	VT_Pcode	Village	V_Pcode
Care International	2014	2018	Rakhine	Toungup	MMR012016	Thin Chi Kaing	MMR012016024	Thin Chi Kaing	199661
Care International	2014	2018	Rakhine	Toungup	MMR012016	Thin Chi Kaing	MMR012016024	Tar Ye	199662
Care International	2014	2018	Rakhine	Toungup	MMR012016	Maung	MMR012016019	Maung	199655
Plan International	2014	2018	Rakhine	Toungup	MMR012016	Moe	MMR012016018	Moe Kyauk Gyi Kwin	199651
Plan International	2014	2018	Rakhine	Toungup	MMR012016	Ta Ra Gu	MMR012016027	Te Mauk	199678
Plan International	2014	2018	Rakhine	Toungup	MMR012016	Kan Day	MMR012016028	Kan Day	199682
Care International	2014	2018	Rakhine	Toungup	MMR012016	Gyi Wa	MMR012016030	Gyi Wa	199694
Care International	2015	2018	Rakhine	Toungup	MMR012016	Nyaung Pin Seik	MMR012016031	Pyin Gyi	199699
Care International	2015	2018	Rakhine	Toungup	MMR012016	Sar Pyin	MMR012016049	Taung Pauk	199780
Care International	2015	2018	Rakhine	Toungup	MMR012016	Kyoe Kyar Kwin	MMR012016025	Nyaung Lan Htoe	220854

DO

## 7. Use a separate sheet to describe Columns



	A	B
1	Name of Organization	This column show the name of a counterpart implementing agency.
2	Project Year Start	When the project was launched.
3	Project Year End	When the project officially closed.
4	State/Region	State or Region where the project was located.
5	Township	Township location of the project.
6	Village Tract	Village Track location of the project.
7	Village	Village location of the project.
8	Number of Beneficiaries	This only shows direct beneficiary from the project.
9		
10		
11		

Column description

DO

## 8. Submit a map request form if for a customised map

Be sure to consider the purpose of the map for the required map size  
[themimu.info/map-and-data-requests](http://themimu.info/map-and-data-requests)