



1) Review data sources.

- Review the data sources from your agency's high value data inventory in the [CT Data Catalog](#). These should be the sources for your open data.



2) Brainstorm.

- Using the data sources in your agency's high value data inventory, brainstorm datasets that could be published as open data. Consider:
 - *What high value datasets from my agency are not already publicly available?*
 - *What datasets are already published on the CT Data Portal?*
 - *What datasets are already publicly available but not accessible in bulk or in a machine-readable format?*
 - *What data does your agency use for trend, statistical, or performance analysis?*
 - *What datasets are considered high impact and high value by partner agencies, the public, and other stakeholders?*



3) Prioritize.

- Review the list of datasets from Step 2 and determine which should be prioritized for publication.
- Give priority to datasets that are:
 - *Aligned with state and agency goals and initiatives;*
 - *Related to the focal points identified in the [State Data Plan](#);*
 - *Considered high-priority by partner agencies, the public, or other stakeholders;*
 - *Accurate and complete; and*
 - *In a machine-readable format that can be digitally transmitted or processed.*



4) Write your Open Data Access Plan.

- Using the Open Data Access Plan template, create a plan for the publication of open data for your agency.
- Include datasets that you plan on publishing to the CT Data Portal, as well as datasets that are already published as open data.



5) Start publishing open data.

- Start publishing the datasets identified in your Open Data Access Plan to the [CT Data Portal](#).
- First, review the datasets already published on the Portal— updating, editing, and removing datasets as needed.
- Continue publishing datasets as open data, prioritizing the high impact, high value datasets identified in Step 3.