

Lessons Learned- Using Excel to Manage Data and Track Participants Tips and Best Practices

Presented for DOL Nursing Expansion Grant Program & DOL Building Pathways to Infrastructure Jobs Grant Program Grantees

February 22, 2024

Eight Tips from Darryl Grayson: Project Manager for the H-1B One Workforce Grant, Clark State College (Springfield, Ohio)

1. Start developing a foundational database template early. The Department of Labor will always have a Participant Individual Record Layout (PIRL) and most of the same data will be required.
2. Enhance your Excel skills. Explore its capabilities!
3. Make sure whatever database or system that you are using can seamlessly export your data directly and correctly into Excel.
4. Thoroughly train and consistently communicate with anyone who is entering your data on the importance of entering the data correctly and evaluate their effectiveness.
5. Make your edits and additions real time! Don't wait until the end of the quarter.
6. Copying and pasting are two good twin friends.
7. Verify, verify, and verify again.
8. Back it up!

