Workforce Analytics upSkill

Domain 01 | Gathering and Analyzing Data (25%)
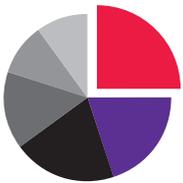
01   Collect the data needed for analysis

02   Organize the data in an appropriate format

03   Conduct and review analysis with predetermined methodologies and metrics

04   Raise additional questions emanating out of data analysis

05   Develop recommendations based on data analysis

06   Assure findings are valid, reliable, credible, and can be replicated

Domain 02 | Identifying Business Problem or Opportunity (20%)

01   Identify problem or opportunity within the business context and business impacts (e.g., sales growth)

02   Identify key stakeholders

03   Gather information from stakeholders

04   Determine which areas of HR impact the problem

05   Determine if the value of analysis exceeds costs (e.g., time, resources)

06   Create the problem statement

Domain 03 | Defining Methodologies and Metrics Used for Evaluation (20%)

01   Determine which methodologies to use to conduct analysis

02   Determine which metrics to use to address problem statement

03   Identify which methodologies and metrics are used in other parts of the business

04   Create a sample (e.g., pilot, model) for review and testing with stakeholders before analysis occurs

05   Review proposed methodologies and metrics with original stakeholders

Domain 04 | Identifying Data Sources & Variables to Evaluate Problem or Opportunity (15%)

01 Identify data necessary for analysis

02 Assess the organization's capability to act on analytical data

03 Determine availability of internal and external data, sources, and resources

04 Identify need for data systems or platforms

05 Identify data privacy and security requirements

06 Verify data integrity and reliability

07 Create data sources and repositories as needed

Domain 05 | Documenting and Presenting Data Findings and Recommendations (10%)

01 Determine format(s) for target audience

02 Determine method for communicating final deliverables

03 Create and deliver reporting and presentation materials

04 Review presentation materials to ensure clarity and accuracy

Domain 06 | Implementing and Evaluating Recommendations (10%)

01 Obtain stakeholder buy-in for recommendations

02 Engage the areas of HR that will impact the business outcomes

03 Assist in the development of an implementation plan

04 Define metrics and perform post implementation analysis

05 Monitor success of recommendations

06 Initiate further analysis or recommend action as needed