



Change With Analytics Playbook

# Executive Sponsor Checklist

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Use this checklist to clarify the roles of the executive sponsor, including before, during, and after implementation of an analytics strategy.





# Play Summary



## What

A list of roles that an executive sponsor might need to play related to analytics strategy



## Who

Data and analytics professionals and key stakeholders in executive positions



## How

Using the list as a reference during conversations between data and analytics professionals and executive sponsors to ensure understanding and agreement on expectations for executive sponsor involvement



## When

Before, during, and after analytics strategies or efforts





# Executive Sponsor Checklist

Pre-Analytics Strategy Implementation	During Analytics Strategy Implementation	Post-Analytics Strategy Implementation
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly understand the purpose and benefits of expanding data-informed decision-making across the institution</li> <li><input type="checkbox"/> Ensure action steps are aligned with institutional priorities</li> <li><input type="checkbox"/> Assess organizational readiness for new data-informed procedures, expectations, and technologies based on existing commitments</li> <li><input type="checkbox"/> Identify necessary resources required to implement</li> <li><input type="checkbox"/> Create necessary committees, such as an ad hoc committee for assessing current analytics capabilities</li> <li><input type="checkbox"/> Contribute to analytics strategy development with attention to the prevention of scope creep</li> <li><input type="checkbox"/> Communicate the vision, benefits, and goals of data-informed decision-making to stakeholders, including faculty, staff, and students</li> <li><input type="checkbox"/> Secure buy-in from senior leaders and department heads and address any concerns or resistance to change</li> <li><input type="checkbox"/> Clearly communicate expected outcomes and the timeline around implementation</li> <li><input type="checkbox"/> Serve as the point person for escalated issues</li> <li><input type="checkbox"/> Review and approve implementation plans</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set the tone for the importance of data-informed decision-making across the institution</li> <li><input type="checkbox"/> Kick off project implementation launch by publicly acknowledging the initiative</li> <li><input type="checkbox"/> Provide clear leadership and guidance to the analytics champion and implementation team</li> <li><input type="checkbox"/> Regularly monitor progress against established timelines and milestones</li> <li><input type="checkbox"/> Maintain transparent communication with stakeholders to keep them informed about progress and benefits</li> <li><input type="checkbox"/> Encourage collaboration among departments and provide space for sharing updates and examples of success</li> <li><input type="checkbox"/> Support sustainability by encouraging a culture of continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the initiative and adoption of data-informed practices across the institution</li> <li><input type="checkbox"/> Broadly communicate benefits and lessons learned</li> <li><input type="checkbox"/> Identify areas for continuous improvement</li> <li><input type="checkbox"/> Support sustainability by ensuring necessary resources are in place for continued use of data-informed practices, including data literacy and the use of innovative technologies</li> <li><input type="checkbox"/> Encourage knowledge sharing among departments to facilitate best practices around data-informed decision-making</li> <li><input type="checkbox"/> Stay informed about external opportunities related to analytics</li> </ul>

