

Business Intelligence Worksheet

These questions are designed to explore and clarify your team's understanding of the basics of Business Intelligence and what you expect to achieve.

If you are just getting started, some of these questions may not make sense yet, and that is very common. Please visit our LinkedIn Group to join the discussion and ask questions.

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1. How does my organization measure performance or effectiveness of our work?
2. Does my organization use common terminology enterprise-wide to discuss our business?
 Yes No I don't know
3. Do I have visibility into all data sources across my organization?
 Yes No I don't know
4. How confident am I in my data?
 Completely confident
 It's pretty good but could use tweaking
 Not that great – old, unused, duplicate data
 I don't know
5. Are the monthly board reports providing analysis across the business?
 Yes No I don't know
6. Are there mid-month/on-demand updates or dashboards that can speak to organization performance?
 Yes No I don't know
7. To what extent are analytics (reports and dashboards) available to staff?
 Not at all. Analysis must be generated by an administrator
 Certain "canned" reports are available for common requests
 Staff can access, review, and generate analysis without assistance

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8. Has my organization already determined any Key Performance Indicators (KPIs)?

Yes No I don't know

9. Has my organization already started thinking about hardware and resources to implement business intelligence ?

Yes No I don't know

10. Have we already started to identify the ongoing roles, responsibilities, and skills needed for business intelligence?

Yes No I don't know

11. Have we determined leading indicators; that is, indicators that give us time to change our strategy or approach to affect outcomes ?

Yes No I don't know

12. Are we able to run scenarios on possible future performance based on past results?

Yes No I don't know

13. Are we able to combine data from multiple sets (or with data from outside the organization) to analyze patterns and trends?

Yes No I don't know

14. Is business intelligence a critical input to strategic planning?

Yes No I don't know