



Event Checklist

Ensure you are on track for success with this high-level checklist of activities to implement your Data Doctor practice. Refer to the Implementation Guide and Appendix resources for more detail on any specific item.

Design your practice

- Business needs defined
- Goal & Success metric established
- Data Doctor experience designed

Plan your practice

Tool selection

- Appointment scheduling tool selected
- Issue collection tool selection
- Skills assessment tool selected
- Test data collection from tools

Logistics

- Location selected
- Date(s) & time(s) confirmed
- Skills assessment issued
- Request or obtain materials

Staffing

- Skills surveys evaluated
- Staff selected
- Staff bios collected
- Staff scheduled
- Appointment tool configured
- Train your staff

Promote your practice

- Promotional emails sent to organization
- Intranet page developed
- Signage created & posted

Run your practice

- Test technology onsite
- Distribute materials
- Post directional signage

Develop your practice

- Viz your data
- Tune your practice based on data