10 Steps

To build a world-class workforce planning and analytics function

At Novel Intelligence, our experts have helped countless companies of all sizes build or improve their HR analytics practices. Whether starting from scratch, or looking to improve upon existing processes, we can help. It's within reach.

Here's how we do it.

STEP 1 — Understand Your Goals

The most successful projects always start small and aim for low hanging fruit, and later expand the sophistication and reach of the delivered analytics. **However**, we always want to understand all goals for the project, both short and long-term.

During our kickoff meeting, we'll determine all of your goals and all of the possible ways we can help your HR department be a strategic business partner by leveraging data.

Step Exit Criteria:

Short and long-term goals defined.

NOVEL
intelligence

STEP 2

Data Discovery

First, we'll discover which systems you have that contain potentially valuable data. From there, we'll analyze each data source for strengths and weaknesses.

Step Exit Criteria:

Understand strengths and weaknesses of customer data.

Determine confidence of accuracy in each data source.

STEP 3

Data Roadmap

Once we determine which data is viable and which is not, we need to build a longer-term data roadmap. This allows you to see what needs to be done for the long term, in order to accurately deliver more sophisticated analytics in later stages of our project.

Step Exit Criteria:

Develop long-term data roadmap.

STEP 4 Short and Long Term Planning

It's important to understand what can be delivered **today** vs. what will take time and effort to reach. Understand what we can do today, while keeping an eye on the future.

We will help you identify the low hanging fruit. The metrics that deliver instant value to your stakeholders that are attainable with what you have today. These are the quick wins that will create momentum and internal support for our longer term goals. While we do this, we will begin to lay the foundation for our long-range plans.

Step Exit Criteria:

Understand what short-term value we can deliver to our stakeholders and begin planning.

Determine longer-term goals and what steps need to be taken in the background to enable us to reach these milestones as we go.

STEP 5   Scope "First Draft"

Once we've identified what metrics and analytics can be delivered in the first set of reports, with the data and processes we have today, it's time to scope the "first draft" of our reporting. Determine which metrics we want to present on the first run. Determine the "why" behind what we're reporting. Does it have relevance? Is it impactful? The first impression we give to stakeholdersshould be a powerful one, told simply and in an easily-digestible manner.

Step Exit Criteria:

Determine which metrics will be in the report

Ensure that all metrics being reported on are relevant and impactful.

STEP 6   Determine "Beta Testers"

Next, we need to identify a few (two or three) stakeholders that we can deliver the first run of reports to. We want to target business leaders who support the analytics endeavor and will provide open, productive feedback.

Step Exit Criteria:

Determine first set of "beta testers" to serve as sounding board for our first report run.
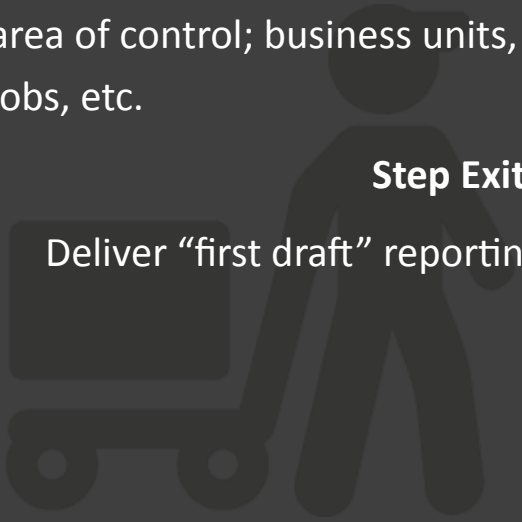
STEP 7
Beta Delivery

From here, we deliver the first set of reports to the beta testers. These reports are filtered to their individual area of control; business units, critical jobs, etc.

Step Exit Criteria:

Deliver "first draft" reporting to beta testers.

STEP 8
Collect Feedback and Refine

We now have valuable feedback from our beta testers that will allows us to perfect our reporting for a wider audience. Using the feedback given from our beta testers, we will add new impactful metrics, modify, and pare down other metrics to ensure hyper-relevance.

Step Exit Criteria:

Refine reporting for delivery to full stakeholder audience

STEP 9
Full Delivery of Reporting

Now we've got a full set of reporting that we can deliver to a wider audience. We've thoughtfully crafted the metrics and analytics included. We've gathered great feedback from our beta testers. By doing so, we've already created a bit of internal support that will prove very valuable going forward.

It's the big day! Time to deliver the full reporting to all of our stakeholders. This is what all of our hard work was for.
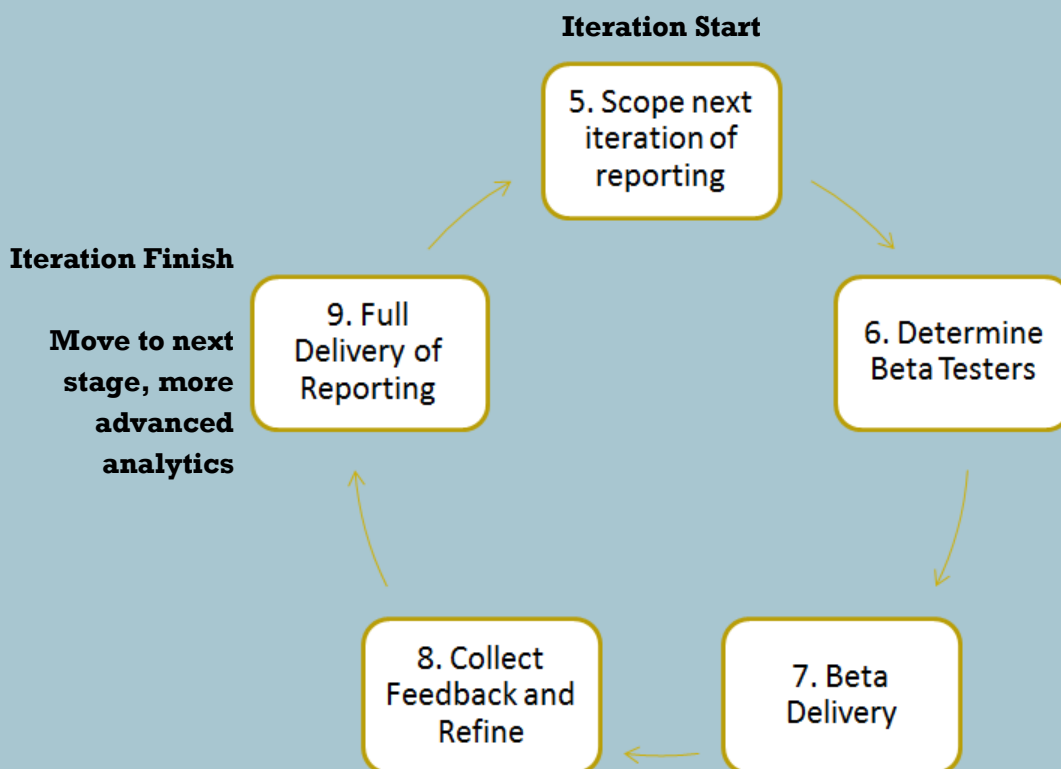
Step Exit Criteria:

Deliver full reporting results to all stakeholders throughout HR and the business.

The first iteration of our reporting function was a success, and it's now time to expand our analytics and planning offerings to our business. We believe in a thoughtful, iterative delivery process. From here, we will add sophistication and additional metrics and outcomes to our reporting practice.

We do this simply by repeating steps five through nine in our process. We select where we want to go next as an analytics function, and repeat the same process that was successful the first time around.

Iteration Start

5. Scope next iteration of reporting

6. Determine Beta Testers

7. Beta Delivery

8. Collect Feedback and Refine

9. Full Delivery of Reporting

Iteration Finish

Move to next stage, more advanced analytics

Want to build a world-class workforce analytics and planning practice? **We'll help you get there.**

Our experts have helped hundreds of companies enhance existing practices, or build them from scratch. We'll help you with all steps of the process. We even have reporting technology that allows you to get powerful, configurable reporting - with no need to buy expensive software or spend six-figures on a consulting engagement.

Whether you want to handle the reporting and number-crunching internally or have us use our technology to deliver it as a service, we're here to help.

Want more information? Reach out to us and we'll give you a free consultation.

Your data has stories to tell. Let's write them together.

N O V E L
intelligence

888.978.6346

info@novelintelligence.com