

Analysis Methodology Framework

Problem Definition	Problem Definition	What is the problem/question you are trying to solve?
	Leads	Where did it come from? Who or what initiated the query?
	Interventions	Where does the problem exist - public/private domain. Who is currently responsible for an intervention and what might that look like?
	Impact	How is this analysis helpful?
	Available Data	What data sets do you have access to relevant to the problem?
	Data Fields	What fields are in each of the data sources?
	Size	How many people/addresses/facilities/entities/jurisdictions does the data contain?
	Target Population	For this problem, what % of entities are at risk or have resources to be intervened?

Data Governance	Past Analysis	What analysis has been done thus far and what conclusions has it drawn? Give credit where credit is due.
	Data Ownership	For the data sets that you have access to - who is responsible for the data (which organization and person)?
	Physical Accessibility	Is the data accessible outside the department? Is there a VPN?
	Security Policy	What security policies and considerations need to be in place for each of the data sources? (HIPPA, FERPA, etc)

Data Maturity	Storage	How is the data stored?
	Accessibility	How accessible is the data that's required
	Relevance and Sufficiency	Do you have data that is both relevant and sufficient to solve the problem?
	Quality	How is the data quality?
	Collection Frequency	How often is the data collected?
	Granularity	What is the level of granularity for the data sources?
	History	How much history is stored? How are updates handled?
	Integration	How integrated are the different data sources?
	Privacy	What data privacy policies are in place?
	Documentation	How well documented are the data?

Forward!	Conclusions	What (if any) questions did this analysis answer or bring insight to?
	Zoom-in Zoom-out	What (if any) deeper questions did this analysis come to demand? Did this analysis require a step back or out?
	Next Steps	This should link back up to the "problem definition" and "leads" for the next step or tab.