

Analytics Role-Scoping Worksheet

Domain Methods

WHAT THIS IS FOR

Use this before you open a role. The goal is to separate durable systems work from business translation and decision-support work so you do not hire one person into three different jobs.

90-DAY WORK INVENTORY

- List the 5 to 10 analytics problems already hitting the team this quarter.
- For each one, note the decision it affects, the owner, and whether the work repeats every month or is time-bound.

SORT THE WORK

- Systems work: pipeline reliability, model cleanup, warehouse ownership, tests, instrumentation.
- Translation work: turning fuzzy stakeholder requests into something buildable, naming tradeoffs, sequencing the work.
- Decision-support work: recurring analysis, executive reporting, budget and planning support, anomaly review.

DEPENDENCY CHECK

- Which broken source systems or metric fights would make any hire fail in the first 90 days?
- Which meetings, stakeholders, or decision rights would the person need immediately?
- What would still be unresolved even if the candidate were excellent?

CHOOSE THE RIGHT FIRST MOVE

- Hire now if the need is durable, the ownership model is real, and the company can support ongoing accountability.
- Use a translation sprint if the ask is still fuzzy and leadership has not sorted the problem shape yet.
- Fix the foundation first if the role would inherit brittle systems and untrusted

metrics.

- Use a scoped outside engagement if you need a short build sequence or role brief before opening headcount.

WRITE THE ROLE BRIEF

- Decision that must improve in 90 days:
- Top 3 responsibilities this role actually owns:
- Work this role will explicitly not own:
- Dependencies leadership must fix before the hire starts:
- Review date for checking whether the role shape was right: