

# Data Leadership Mandate Readiness Checklist

## Domain Methods

### WHAT THIS WORKSHEET IS FOR

Use this checklist before opening a Head of Data search, approving a senior analytics role, or asking a fractional operator to bridge the gap. The goal is to decide whether the company is ready to hire now, should fix the mandate first, or needs a short bridge to clarify the work.

#### 1. NAME THE FIRST DECISION

- Decision, meeting, or workflow the role must improve first:

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- Executive sponsor who owns the tradeoff:

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- What changes if this decision gets better in 90 days:

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- What should not be in the first mandate yet:

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#### 2. CHECK THE MANDATE SIGNALS

Mark each signal as clear, fuzzy, or missing:

- Decision owner: clear / fuzzy / missing

- First 90-day outcome: clear / fuzzy / missing

- Source-of-truth conflict: clear / fuzzy / missing

- Executive reporting pain: clear / fuzzy / missing

- Implementation support: clear / fuzzy / missing

#### 3. IDENTIFY WHAT THE FUTURE HIRE WOULD INHERIT

- Metric definitions still disputed:

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- Source systems or CRM rules still unreliable:

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- Manual reconciliation still needed before leadership reviews:

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- Dashboard/report requests that are really decision-scope problems:

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- Political or ownership conflicts the hire should not have to discover alone:

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#### 4. CHOOSE THE NEXT MOVE

- Hire now if the mandate is durable, sponsored, and supported by implementation capacity.

- Fix first if the first blocker is fuzzy asks, conflicting definitions, brittle sources, or unclear decision rights.

- Use a fractional bridge if the company needs senior judgment and sequencing before defining the permanent role.

- Use narrow execution if the work is already scoped and mostly needs hands, not leadership.

#### 5. WRITE THE JOB MANDATE BEFORE THE JOB DESCRIPTION

Complete these sentences before the search starts:

- In the first 90 days, this role is accountable for:

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- The role has authority to decide or recommend:

\_\_\_\_\_

- The role will need support from:

\_\_\_\_\_

- The role is not expected to solve yet:

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- The first proof that the hire is working will be:

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#### SUGGESTED NEXT ROUTES

- Use Translate the Ask when the business knows the analytics pain is real but the job description is mixing dashboards, cleanup, hiring, and reporting support into one fuzzy ask.

- Use Data Foundation when the mandate is clear but source systems, warehouse logic, metric definitions, or reporting pipelines need repair before a senior data leader can move fast.