UNPACK THE QUESTION
Define the items that must be part of the answer
  o What are the items that have to be in the answer for it to make sense?

DEFINE YOUR SUCCESS
What does the answer look like
  o Is it a number, an action plan, a map, a list, or an action?
Clarify metrics and definitions
  o Make sure the data source is understood and the integrity remains thru results
How often does this problem need to be answered?
  o Is this a dynamic problem that has new variables or the same one with updated data sources each month?

SHOP FOR INFORMATION
Make sure you have access to the data you need
  o Do you know the location and have permission to the file
  o Do you know who else has access to the data
Capture or find what you don’t have
  o Might involve connecting with IT or scouring the web for datasets you can use
Assess the state of the data
  o This includes data types and reliability/cleanliness of the data

SEQUENCE THE STEPS
Get rid of what you don’t need for your answer
  o Frees up your resources and won’t bog you down
Determine what needs to happen to the data you kept
  o Does it need to be organized, combined, have a calculation performed...
Modify what you need to and take action
  o Find the tools you need and hit run.

REAP YOUR REWARDS
Analyze the results
  o Use the answer you’ve gotten to make informed decisions
Share your insights
  o Enlighten decision makers
  o Make your insights useful for others with visuals or public posting