

Analysis

Scoping session template

help me understand the problem this data will solve?

give context to the request and how it will help make a decision, optimise a feature, or inform

what is the definition of done?

a one-off number, a chart for a slide deck, a csv file they edit themselves, or a dashboard that refreshes each month

what data do you have access to already?

data, reports, research, any links to relevant documentation, websites, and meeting recordings

is there anyone else working on this?

what are their roles and responsibilities and what are ours?

Analysis

Scoping session template

who will need access to the insights or report?

names of individuals and teams who need access. If commercially sensitive who cannot access the results.

how can we get access to the data we need?

contact names of DBAs to help with access and names of databases to use

how would you prefer results be delivered?

the options to be considered, the trade-offs between all the possible options and if there are any uncertainties or data gaps you can foresee.

are there any hard deadlines to meet?

are these numbers for a press release or a board report with a deadline