

1 Start adding data discussion to meetings

- Incorporate it into regular team meetings; consider regular meetings focused solely on data
- Start with how they currently use data & how they'd like to use it
- Discuss each step before, during
 after implementation in these meetings

2 Identify metrics that align with business objectives

- Metrics that contribute to your bottom line (sales, revenue, ROI), e.g.:
 - * Customer acquisition cost (CAC)
 - ★ Lifetime customer value (LCV)
 - Number & type of contacts required to close a sale
- * Do this before Step 3, to determine your actual needs, not what your current tools can provide

3 Get info for each current tool, platform & system

- * What metrics it tracks
- * Which metrics it excels at tracking
- * How it gathers & presents reports
- * How far back it can gather data
- Known/unknown status of login credentials, usage & completed training
- Any subscription/renewal/upgrade information

Select your systems by asking questions

- Do any current tools/platforms/ systems (TPS) excel at measuring your metrics from Step 2?
- Are there any gaps between current TPS & those metrics?
 - Investigate which tools would best fill those gaps
 - Are you getting the most out of your current TPS?
 - If not, does the TPS provider offer benefits like training or customized reporting?

5 Get all the relevant people trained on all the tools

- Recognize that this step requires an investment of time and money
- * Train *all* the people on *all* the tools; it may seem redundant, but it will:
 - ★ Break down silos
 - ★ Maintain institutional knowledge
 - Maximize ROI on your TPS investment

6 Centralize your metrics into one data stream

- Determine a consistent basis for metrics and reporting
- * Choose a platform or file type for consolidating data
- Put data into one end-to-end model that show the meaning and impact of each metric