

Improving Processes in Biostatistics / Programming Departments

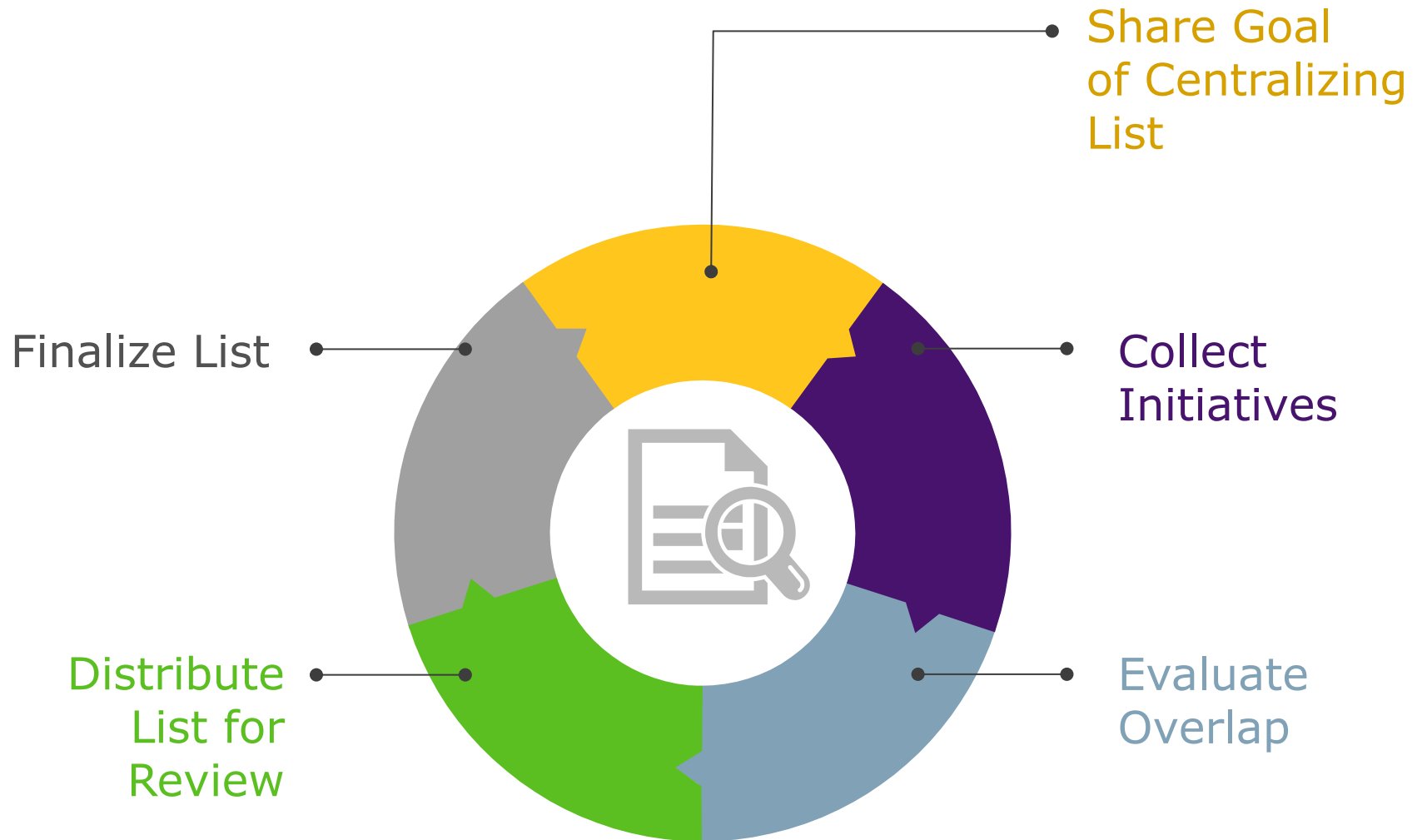
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Setting Department Vision

- **Define your department vision**
- **Create a high level roadmap of how to achieve the vision**
- **Share vision and roadmap out to department**

Inventory Current Initiatives



Define Available Time

Understand level of effort that can be supported

- How much time available for non-project work
- How much of that time can be dedicated to initiative work

Position level and number of staff can feed algorithm



Prioritize Initiatives

Update list of current initiatives to add any missing items needed from roadmap

Evaluate key initiatives to achieve the roadmap for the year

Consider a tiering system such as Low, Medium, and High and Important in ranking initiatives

- **Important** - the top tier “must have” initiatives
- **High** – key to moving forward with roadmap, but could put off a bit
- **Medium** – nice to have initiatives
- **Low** - evaluate for removal or work put on hold

Consider some “strategizing” initiatives

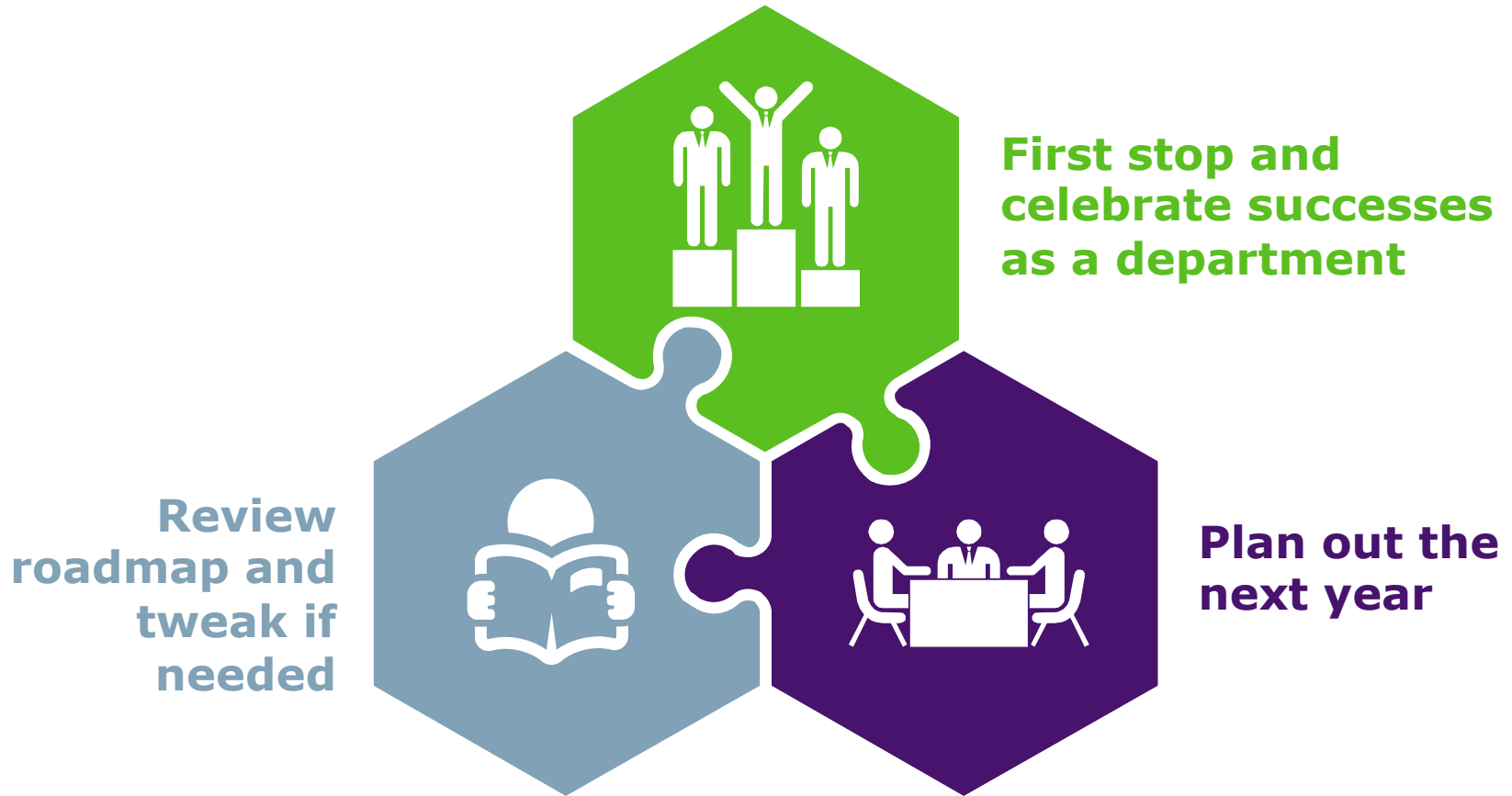
Implementing the Plan

Set up Initiative Oversight Leads

- Have regular check-ins with initiative leads
- Support risk mitigation
- Allows for higher level decision point when a change is needed in activities



Continue the Cycle



Reap the Rewards!

- **Everyone moving in one direction**
- **Efforts are streamlined and focused**
- **Year on year steps taken towards goals**
- **Organization draws together**

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