

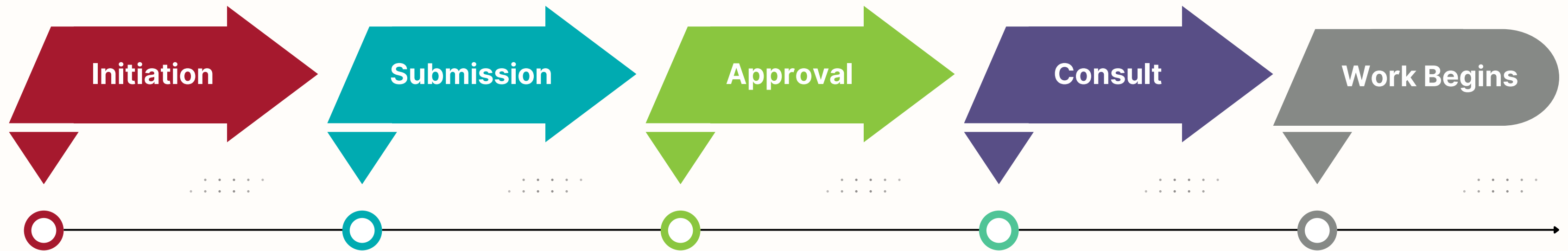


PREPARATION

Steps in a Data Request Process

Before initiating a request, please read the planning resources on the IR webpages to see if the information is available on demand.

~~You read the planning resources~~
The Office of IR will prioritize mandated, cyclical, and institution-wide projects over ad hoc requests, and the calendar is often full.



Have a conversation with your supervisor to identify the action or decision that will be facilitated by receiving the information. Articulate how that action aligns with division and/or college strategic goals and priorities. Identify the 'cost' of not having this information.

If approved by the supervisor, you can submit an IR request ticket via the SBCC Help Center, typically 3-4 weeks in advance of a request deadline. A rush request will require VP or Presidential approval.

The IR office will receive an alert that a request is in our approval queue. A Dean, Director, or Vice President will need to confirm approval. Then the IR Executive Director will evaluate the feasibility of the request and timeline. *You will be notified if the request is not accepted.*

If approved, the work will be assigned to IR staff--your consultant. The consultant will contact you (or your contact) to finalize the parameters of the request, identify any barriers to completion and estimate a realistic timeline.

During the completion of the work, you should be prepared to respond to questions, requests for additional information, and approvals of drafts through the Help Center portal. You can initiate questions or follow up with your consultant using the Help Center portal as well.