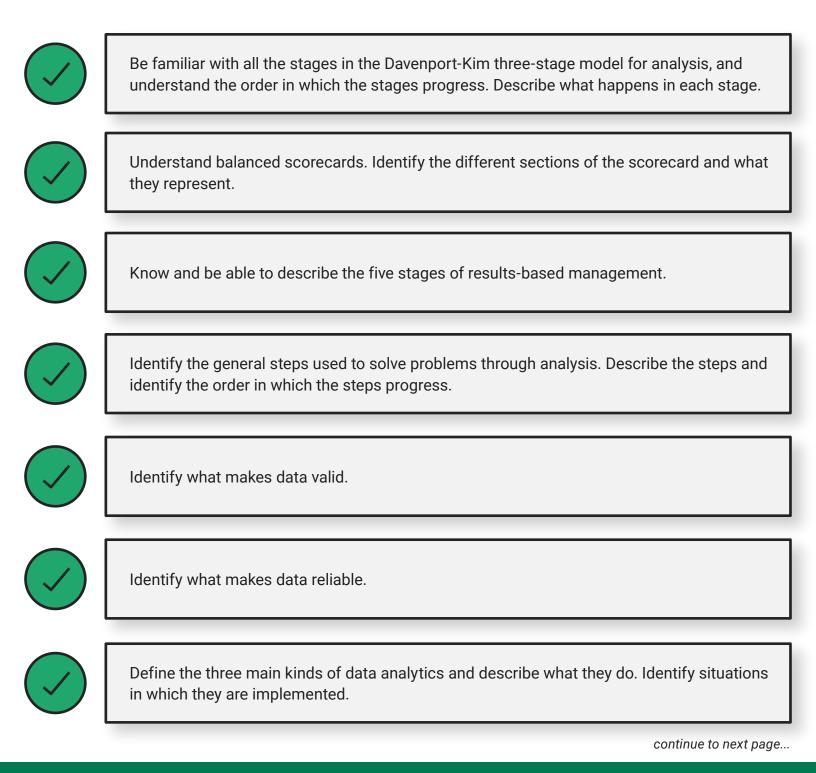# Readiness Checklist: Analysis and Problem Solving

Before you begin the assessment associated with this course, use the checklist below to ensure that you fully understand the course concepts and can complete the tasks associated with each one.

✓ Be familiar with all the stages in the Davenport-Kim three-stage model for analysis, and understand the order in which the stages progress. Describe what happens in each stage.

✓ Understand balanced scorecards. Identify the different sections of the scorecard and what they represent.

✓ Know and be able to describe the five stages of results-based management.

✓ Identify the general steps used to solve problems through analysis. Describe the steps and identify the order in which the steps progress.

✓ Identify what makes data valid.

✓ Identify what makes data reliable.

✓ Define the three main kinds of data analytics and describe what they do. Identify situations in which they are implemented.

PM SKILLS®

✓ Be able to define analysis.

✓ Understand data representation tools and know which ones to implement in a given situation.

✓ Understand a project leader's role as it pertains to analysis.