Leader Standard Work - Management Analyst

Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Process corrections requests from field (Corrections Dashboard)																									
Database requests for 3rd party entities (ADE, JAX, OnBase, etc)																									
Review and respond to correspondence from Email and Management Analyst Inbox																									
Assist field staff with Visual Management and Problem Solving (as needed)																									
Technical consultation with Field re: Guardian issues & elevate as needed																									
Revew and Validate Power BI reports																									
Correspond with Guardian Team to elevate & troubleshoot bugs																									
Review and Distribute Clean Up List																									
Complete actions for Clean Up Lists																									
Participate in MA Huddle																									

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
Mon	Download data from data sources					
Mon	Collect, gather, and review hand counts					
Mon	Complete Statewide Field Weekly Accountability Report					
Mon	Compile Weekly Regionwide Accountability Slides					
Tues	Participate in Statewide PA Accountability Call (as needed)					
	Participate in Region wide PM Accountability Call					
	Update Region wide Visual Management data for Region Huddle					
	Participate in Region Huddle					
	Equalization updates (Investigations and Ongoing)					
	Prepare update of Specialist with 20+ Inv Workload (as needed)					
	Compile and Review Runaway and Missing Children Report					
	Review and Distribute Present Danger Decisions					
	Monitor Advanced Finds					
	Train Program Specialists on data related topics (as needed)					
	Review and Distribute Central Office Reports (i.e. Inactive, Service Referrals)					
	Review QRTP Advanced Find and Follow up as needed					

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Week of month	Monthly Activities	Status	Follow Up/To Do Items	For Who	Due Date	Done Date
	Participate in Management Analyst Meeting					
	Prepare and Submit Region Scorecard					
	Participate in Region Business Review					
	Faciliatate Program Specialist Meeting					
	1 on 1 with Program Administrator					
	Review and Distribute Central Office Reports					
	Monitor account access (ADE, eAccess, Lexis Nexis)					

Quarter of Month	Quarterly Activities	Status				
	Attend Supervisor Quarterly Meeting					

# of Month(s)	Annual/Bi-Annual Activities	Status				