Month

## Leader Standard Work - OCWI Management Analyst

Updated: 4/28/2022		Week 1 Week 2		2 Week 3			3	Week 4			Week 5								
Daily Activities	М	T۱	w T	F	М	Τ\	v T	F	М	ΤV	<b>V</b> 1	ΓF	М	T	w 1	ГЕ	М	TV	/ т
Process requests from field for corrections (Corrections Dashboard)																			
Process database requests for 3rd party entities (ADE, JAX, OnBase, etc.)																			
Review and respond to email correspondence (MA inbox)																			
Assist field staff with visual management and problem solving																			
Consult with field staff regarding technical issues (Guardian), elevate																			
Review and validate Power BI reports																			
Communicate with Guardian team, elevate 'bugs', issues, requests, etc																			
Validate Guardian 'bug fixes'																			
Review and distribute clean up lists																			
Complete clean up lists																			
Participate in Management Analyst Huddle (Tues, Thurs)																			
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Weekly Activities	Week 1	Week 2	Week 3	Week 4	Week 5
Download data from data sources					
Collect, gather, and review hand counts					
Prepare and submit data for Director's Huddle Board					
Complete Statewide Field Weekly Accountability Report					
Participate in Statewide PA Accountability Call (as needed)					
Provide OCWI Joint Investigation Liaisons list of criminal conduct reports with incomplete documentation					
Provide OCWI Chief and Dep. Chief with updated data regarding unit performance					
Update visual management for Region Huddle					
Review OOH (out of home) placements for Regions 9, 105, and 106					
Facilitate Region Huddle					
Review and distribute Present Danger Decision information					
Monitor Guardian Advanced Finds (per MA Workplan on Sharepoint)					
Train Program Specialists on data related topics (as needed)					
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Week of month	Monthly Activities	Status	Follow Up/To Do Items	For Who	Due Date	Done Dat
	Participate in Management Analyst Meeting					
	Prepare and submit Region Scorecard					
	Attend OCWI Manager Meeting					
	1 on 1 with OCWI Chief					
	Distribute Joint Investigation Cleanup report to all Regions					
	Provide list of statewide agency separations to ITG helpdesk					
	Review and distribute Central Office Reports					
	Monitor account access (ADE, eAccess, Lexis Nexis)					
Month of quarter	Quarterly and Annual Activities	Status				
	Review metrics on Region visual management Prepare Governor's Annual Joint Investigation					
	Report, submit to Chief					
	Report, Submit to Ciliei					
	Projects	Status				
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