Reejig Academy

Work Data Map + Workforce Data Strategy

Module 2 - Making Work Visible

Map the work data in your company. Then build your 90-day strategy to turn it into decisions.

Exercise 01 - Work Data Map

Data Source	Where it lives	Structure	Confidence in Data	Gaps / Notes
JD / Job Profile / Job Post		○ Unstructured ○ Semi-structured ○ Structured	○ Low ○ Medium ○ High	
Work activity process documentation / SOP		○ Unstructured ○ Semi-structured ○ Structured	○ Low ○ Medium ○ High	
HRIS / HCM data		○ Unstructured ○ Semi-structured ○ Structured	○ Low ○ Medium ○ High	
Workflow tools + logs		○ Unstructured ○ Semi-structured ○ Structured	○ Low ○ Medium ○ High	

Overall Work Data Maturity

Low *(Mostly role-level, siloed, stale)*

○

Medium *(Some task data, inconsistent)*

○

High *(Structured, task-level, connected)*

○

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Exercise 2 - Workforce Data Strategy

Top 3 Priorities

What will you use work data for? (e.g. To identify AI automation candidates in Finance function)

Priority #1 - What is it?	Priority #2 - What is it?	Priority #3 - What is it?
What's wrong now?	**What's wrong now?**	**What's wrong now?**
What does better look like?	**What does better look like?**	**What does better look like?**

Key Stakeholders

Who do you need to bring along?

NAME / ROLE / WHY THEY MATTER

Data Needed

What data enables those priorities? (e.g. Task-level workflow data from ServiceNow)

90-Day Action Plan

What will you do, who will you involve, and what will you have by end of this period?

0-30 Days

31-60 Days

61 - 90 Days