

“A data brief is like a road map. The more thoughtful it is, the faster you get to your destination.”

Name: _____

Office: _____

Today's Date: _____

Due Date: _____

Contact Info: _____

Project Title: _____

OVERVIEW

Please provide the context for this request & any background information

WHY

What are your goals for this exercise?

WHAT

What are the deliverables? Be specific.

[Also indicate inclusions & exclusions e.g. career staff only, exclude academic positions etc.]

WHO

Who will ultimately use the data? How will you evaluate its effectiveness?

WHEN

Is this a one-off request or do you see it as a regular need?

FOR INTERNAL USE ONLY

Time Needed:

Comments: