



TIPS & TRICKS TO IMPLEMENT BUSINESS INTELLIGENCE

1. PRIORITIZING

The first thing to do is prioritize your needs for the new BI system.

- What information is essential to obtain from your new system?
- What is a nice to have, and what is a nice but not essential?

The answers to these questions will help you focus on the right data inputs to add to your BI system, as well as focus your reporting needs on what's essential to achieve your business goals.

Another trick to help you prioritize your BI goals is to ask yourself, "What do I gain by having this feature?" If you can list gains that directly align to your group or department goals, then the features support your overarching business objectives and are probably worth including in your BI priorities. If you can't align BI features with corporate goals, then it's likely it is a 'nice to have' instead of a 'must have.'

2. KEEPING DATA CLEAN

Your BI system will only be as good as the data that is entered into it. Many companies struggle with keeping data "clean" as it is input into the system. To help keep your BI data clean and accurate, consider taking the following steps:

- Assign specific people to data entry tasks.
- Conduct random quality checks to catch errors.
- Allow only designated individuals to change information already in the system.
- Ensure that the database is updated regularly - do not let too much time elapse between updates.

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3. GETTING THE MOST FROM YOUR BUSINESS INTELLIGENCE SYSTEM

Setting up your system correctly and entering accurate data is important. But you'll want to get the most from your BI system from day one. That's where these tips and tricks come in handy. You'll be able to see the benefits of your BI system immediately as you use these tips with your new system.

- Include BI with your existing tools that are still useful.
- Integrate BI, ERP, CRM, and other tools to get the maximum benefits from integrated systems.
- Talk to BAASS Business Solutions about upgrades and updates on your current system and be sure to update your system once you've implemented it.
- Train everyone in the organization to use the system, but spend more time training specific groups on system functions that are critical to their job success.

Great BI systems begin with the right partner by your side. At BAASS Business Solutions, we help companies choose and implement exceptional BI systems that meet their needs.

ABOUT THE AUTHOR



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James is a Senior Certified Consultant, Business Intelligence Practice Leader and a member of the management team at BAASS. James brings forth a high level of experience in Project Management, Business Analysis, and Technical Pre-sales. He holds a professional designation as a Chartered Professional Accountant (CPA, CGA) and is the IT Committee Chair of Toronto South CPA Ontario Association and Honours Bachelor of Commerce from the University of Toronto.

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