Analytics handover audit



We review one reporting environment and deliver a dependency map and owner handover pack.

Who it helps

SME managers and reporting teams

The problem to solve

When responsibility for reports changes, owners may have little visibility into credentials, schedules and upstream dependencies.

Working through the brief

1. **Inspect the reporting environment**

   Gather the agreed inputs. Existing reports or planning inputs, assumptions and the report owner.

2. **Map upstream dependencies**

   Track “Report or source” and “Dependency” together so the reviewer can connect the source information to the result.

3. **Prepare the owner handover**

   Use the handover pack to check who owns access and where undocumented dependencies need attention.

4. **Check the scope at handover**

   Licences, hosting and extra data sources require separate agreement.

Worked example

An analyst can open the dashboard but cannot refresh its source. Record the missing dependency in the handover.

Read the service scope / DAT-030

Sparkle Solutions Group Ltd.

info@sparklesolgroup.com +44 20 3307 6468 sparklesolgroup.com

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom