30-Day Integration Plan: Unleash Your Instructional Designer's Strategic Potential

Week 1: Shadow & Audit

- **Observe:** the ID's workflow, note questions asked, information gathered, and interactions.
- **Document:** insights ("Observation | Insight | Potential BI relevance").
- **Analyze:** insights and key BI team questions.

Week 2: Identify & Redistribute

- List tasks easily redistributed or automated.
- Assign specific tools, software, or team members to take these tasks.
- Quantify reclaimed hours weekly.

Week 3: Integrate & Engage

- **Invite** ID as observer to a strategic BI meeting.
- **Brief** on key business challenges.
- **Structure** observations: patterns and operational insights.
- **Debrief** showing their top 2-3 insights.

Week 4: Reflect & Strategize

- **Review:** insights, noting operational realities.
- **Evaluate:** how insights revealed gaps.
- **Plan**: next steps and continued inclusion in strategy meetings, deeper task reallocation, or expanded responsibilities. Schedule a review in 30 days.