LISA 2020

LISA (Laboratory for Interdisciplinary Statistical Analysis)
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Lab Plan and Proposal for Full Membership in LISA 2020 Network

The LISA 2020 Program aims to build statistics and data science capacity in developing countries by creating a robust network of statistics and data science collaboration laboratories ("stat labs"). These stat labs can be Engines for Development by training the next generation of collaborative statisticians and data scientists; serving as infrastructure to support local researchers, businesses, government, and NGOs; and teaching short courses and workshops to improve statistical skills and data literacy widely. The LISA 2020 Program encourages new stat labs to create a strong foundation for their operations by adapting best practices learned from other stat labs in the network, and by filling out the Lab Plan below. Please use this document to identify how your stat lab will become a strong and sustainable Engine for Development.

Your Lab Plan should provide a detailed plan on the nine items below:
1. Context/Environment/Leadership team
2. Mission, Goals, and Objectives of the lab
3. Training/Marketing
4. Activities
5. Personnel
6. Budget
7. Administrative Data
8. Expected Outcomes (metrics)
9. Desired Impacts (metrics)

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1. Context/Environment/Leadership

a) What is the name of your institution?

b) What are its strengths? What are the strengths of the other entities on campus that will influence the stat lab (e.g., the department)?

c) What is the mission of your institution?

d) What is the name of your stat lab?

e) Where in the organizational structure of your university/institution will the stat lab be located?

f) Who comprises the Leadership team of the stat lab? List the names, titles, positions and responsibilities of each of the leadership team. **Please place a * next to the person who will be the main point of contact with the LISA Network.**

Position in Stat Lab	**Gender** (M/F)	**Title** (e.g. Dr., Prof, Mr., Ms., etc)	**Description of Responsibilities**	**Email Address**
Coordinator/Director				

g) What status, influence, experience, and leadership style does the lab Director/Coordinator have?

h) How will the Leadership team make decisions about the stat lab?

i) What influence or authority will other entities at your institution have over the stat lab?

j) Who will the leaders of the stat lab report to? (VC, Dean, HOD, committee, etc)

k) Who are the various stakeholders who have an interest in seeing your new stat lab succeed? What do each of these stakeholders want the stat lab to do? **What would "success" look like for each of them?**

Stakeholder	**What success looks like to them**
Example: Students in Department	*Example: Success would look like increased opportunity for honing skills of statistical collaboration and therefore wider options for employment upon graduation.*

l) Who from the LISA 2020 Network will be your stat lab's mentor? The mentor will agree to help the potential Director or Coordinator receive sufficient training, learn from other stat labs, and share best practices. *(If you do not have a relationship with anyone in LISA 2020 and are unsure of who could be your mentor, just make a note of that below and we will do our best to match you with someone.)*

Additional statement about the context or environment in which your stat lab will operate:

2. Mission, Goals, and Objectives of the lab

a) What is the stat lab's Mission Statement?

b) How does this mission align with your institution's mission?

c) If not described above, what are the **goals** of the stat lab? Why is it being created? In other words, what does the stat lab aspire to accomplish? Which problems is it trying to solve? Which gaps is it trying to fill? What is the overarching reason for its existence?

d) Another way to think about this is to list the Objectives of the stat lab. Stat labs conduct Activities (see below) to achieve their Objectives. What are the stat lab's Objectives?

3. Training and Marketing

a) Describe how faculty, staff, postgraduate students, undergraduate students, or other trainees will become involved in your stat lab.

b) What training will the statistics students receive to improve their collaboration with non-statisticians?

c) Does your department/faculty/university expect to be kept informed about the activities of the stat lab? How will these activities be communicated or delivered to department and university administrators?

d) How will you promote, advertise, or market your lab?

4. Activities and First Year Plan

What specifically will the stat lab do? What is the timeline for implementing these activities? What is your first-year plan? Please edit the template below to describe the plan for the next ~12 months.

Instructions: Fill in the name of **three activities** you plan as well as any supporting activities that go along with. Place an X in the month in which you plan for this activity to take place. For an example, see the piece filled out below:

EXAMPLE:

Name of Second Primary Activity: R Workshop	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**Jn**	**Jy**	**A**
Advertising, Planning, recruiting	X											
Workshop 1		X										
Workshop 2			X									

The table filled in above would mean that in September you plan to advertise for the workshop, make plans for what would be covered and recruit speakers, and then you plan to hold one part of the workshop in October and the second in November.

Your turn:

Name of First Primary Activity	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**Jn**	**Jy**	**A**
Activity 1A	X	X	X	X	X	X	X	X	X	X	X	X

Activity 1B				X	X	X	X				X	X
Activity 1C			X			X			X			
Name of Second Primary Activity												
Activity 2A												
Activity 2B												
Name of Third Activity												
Activity 3A												
3B												
3C												
3D												
Name of Fourth Activity: Quarterly Evaluations and Reporting of Metrics				X			X			X		

5. Personnel

a) Who will be in charge of each of the stat lab's activities? Who will conduct these activities? What type of personnel will conduct these activities (e.g., faculty, academic staff, administrative staff, post-graduate students, undergraduate students)? How many personnel will engage in each activity? In other words, who will do what the stat lab proposes to do?

Activity (listed above)	**Who is involved?**	**Type of personnel (see above)**	**What is their role in making this activity happen?**
Quarterly Evaluation			

b) What is the stat lab's plan to involve females in the lab? LISA 2020's goal is for at least half of all stat lab personnel to be female. If this is not a realistic goal for this stat lab, what steps will the stat lab take to increase the number of female students and staff who participate in the lab's activities? What are the goals for the stat lab in terms of involvement of females?

6. Budget

a) What budget is needed for the stat lab to do its current or proposed activities? What will the budget be used for?

b) Who will supply the budget? How sustainable is the source of this budget? In other words, which activities will require money and how will the stat lab secure the necessary funds?

7. Administrative Data

What administrative data will you record? This should include any measurement you listed above in expected outcomes and desired impacts as well as any other administrative data it will be important to record for your lab.

(Note that as a member of the LISA Network, you will be expected to report quarterly metrics in a spreadsheet that is provided to you. So these will be the minimum measurements you will be expected to keep, but you should list any additional records or measurements you would like to track that are specific to your lab.)

In addition to the metrics in the USAID spreadsheet, I will record…

- *measurement 1*
- *measurement 2*
- *…*

Who will be in charge of recording these metrics?

8. Expected Outcomes (metrics)

What outcomes do you expect the stat lab's activities to lead to? Which of these outcomes will be measured? How will these outcomes be measured? Outcomes are typically measured or counted in the short term (< 1 year), for example, number of statistics students trained in the lab, number of domain experts' projects worked on, number of short courses/workshops and number of attendees.

Please fill in the table below with your expected outcomes and how those outcomes might be measured. If an outcome will not be measured, just put N/A.

Outcome	How the outcome will be measured

9. **Desired Impacts (metrics)**

Ultimately, impacts are what we hope the stat lab will accomplish. Impacts are medium- or long-term changes that occurred because of the stat lab. What impacts do you desire the stat lab's outcomes to lead to? Which potential impacts will be measured? How will the impacts be measured?
EXAMPLES: *Some potential impacts may include the number of students who worked in the lab who got jobs using statistics or data science after graduation, the number of co-authored publications resulting from working on projects, and the number of policy changes implemented based on the stat lab's projects or short courses/workshops.*

Please fill in the table below with your expected impacts and how those impacts might be measured. If an impact will not be measured, just put N/A.

Impact	How the impact will be measured

What additional comments or plans do you have for the stat lab?

Next Steps and Timeline

Proposed labs submit this Plan, receive feedback and revise the Plan, present their stat lab and Plan during a semi-monthly LISA 2020 Zoom meeting, and report their first quarter of metrics to gain Full Membership in the LISA 2020 Network.

When do you expect to begin recording the stat lab's metrics and reporting a summary of the metrics for the first period?

Will someone from your lab be available to join the semi-Monthly LISA 2020 Zoom meetings on the first Thursday of each month at 1400 UTC and the third Wednesday of each month at 1500 UTC? Please list their name and email address below.