A white curved object on a black background

Description automatically generated

This protocol is designed to support teams in describing, analyzing, and building a shared understanding of data. Equal turn-taking and guiding questions are utilized to help teams move systematically through a data set and avoid premature interpretation. This tool may be used in isolation or as part of a deeper root cause analysis investigation.

Logistics

**Roles:** Facilitator, Notetaker, Timekeeper

**Size:** 3-7 people

**Time:** 45 minutes

Materials

**In-person:** Large poster paper, post it notes, pens/pencils, and markers

**Virtual:** Digital workspace, such as Google Jamboard

Instructions for Use

1. **Private think time.** 5-7 minutes to review the date individually.
2. **Group go-rounds.** Facilitator asks participants the guiding questions one at a time  and asks each participant to share their response. Notetaker records all responses.  Alternatively, participants can write ideas on post it notes, one per post it, and populate posters that have been created for key questions.

**Guiding Questions** 

What do you see/notice?

What do the data indicate are areas of strength?

What do the data indicate are areas of need?

How has performance changed over time?

What patterns do you notice?

Are there any outliers in the data that may need further investigation? What questions do you have?

What additional information is needed to better understand the problem?

\*Equity Pause\*

1. **Closing discussion.** Facilitator introduces closing questions.

Looking at the responses, what are the big takeaways?  

What did we learn?

What are our next steps?

Participants individually write their ideas on post it notes, one idea per post it. When finished, participants are asked to put their post its on corresponding posters. Facilitator engages the group in brief affinitizing activity to categorize like ideas.

1. **Debrief the process.** Participants reflect, through discussion and/or journaling, on the process of reviewing, analyzing, and engaging in conversations about data.