

This protocol is designed to support teams in synthesizing and summarizing findings derived from a Root Cause Analysis (RCA) process. The protocol includes a summary worksheet that guides teams through a review of data they have gathered, what they have learned, lingering questions from their analysis, and drafting an aim statement.

Logistics

**Roles:** Facilitator and Notetaker

**Size:** 2+ people

**Time:** 20-45 min

Materials

**In-person:** post-its, pens, pencils, copies of the summary document, or poster paper.

**Virtual:** Shared digital workspace, digital summary document.

Instructions for Use

1. **Gather** relevant data and materials collected through the root cause analysis process.
2. **Complete** each portion summary worksheet table.

**a.** Invite participants to reflect on the first four prompts: data  sources, summary of strengths and weaknesses, and any lingering questions, one prompt at a time. Pause to document responses for each prompt.

**b.** Worksheet may be completed for quantitative data, qualitative data, or both.  The sections can be completed at different times based on where a team is in the investigation.

1. **Support participants** in identifying and documenting the overarching themes. \*Equity pause\*
2. **Identify up to three root causes**. Document the evidence that supports why the team has selected the identified root causes.
3. **Draft an aim statement**. “An improvement aim articulates the specific problem to be solved and the measures of accomplishment to which the community will hold itself accountable. It imbues the community with its purpose.”

*Bryk, Anthony S., et al. Learning to Improve How America’s Schools can Get Better at Getting Better. Harvard Education Press, 2017.*

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|  | **Quantitative Data** | **Qualitative Data** |
| **Data sources** |  |  |
| **Summary of strengths** |  |  |
| **Summary of weaknesses** |  |  |
| **Lingering questions** |  |  |
| **Summary of all data***\*Note overarching themes or patterns* |  |
| **Suspected root causes***\*Highlight the causes you will work to solve first.* |

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| **Suspected Root Cause** | **Evidence** |
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| **Draft an aim statement.****Aim Criteria:**1. **Specific**
2. **Measurable**
3. **Timebound**
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