



Data Observation Protocol

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.

Roles

Facilitator, note taker and timekeeper

Materials consideration

- Notetaking materials for participants (e.g., sticky notes or paper, and pen or pencils)
- Shared note taking space (e.g., large poster paper and markers or a virtual modality that can be viewed by all participants at once)

Data Observation Steps

1. Private think time: take 5-7 minutes to review the data individually
2. Group Go-Rounds: facilitator asks participants the guiding questions at a time and asks each participant to share their response. Notetaker records all responses.

Guiding Questions

1. What do you see/notice?
 2. What does the data indicate are areas of strength?
 3. What does the data indicate are areas of need?
 4. How has performance changed over time?
 5. What patterns do you notice?
 6. Are there any outliers in the data that may need further investigation?
 7. What questions do you have?
 8. What additional information is needed to better understand the problem?
3. Closing: open discussion.
 - a. Looking at the responses, what are the big takeaways? What did we learn?
 - b. What are our next steps?
 - c. Calendar any follow up items