# Teaming Plan Considerations Worksheet

This worksheet is intended to facilitate conversations among all data team members and for recording notes from those conversations. Once the considerations are addressed, teams may transfer their answers to the Data Teaming Plan Template to complete their teaming plan.

| Team Plan Considerations and Notes |
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| Considerations | Template Section | Notes |
| 1. What is the name of the data team? | Title | Notes |
| 2. What is the purpose of the data team? | Purpose, Goals, and Activities (A) | Notes |
| 3. What is the process or framework the team will use for data-informed decision making/inquiry? | Purpose, Goals, and Activities (B) | Notes |
| 4. Who (what role) does the data team report to for guidance and/or to seek any needed approvals?  | Purpose, Goals, and Activities (C)  | Notes |
| 5. What are the goals? How are they prioritized or rank ordered? What are the specific activities? | Purpose, Goals, and Activities (D) | Notes |
| 6. What levels and types of data (e.g., state vs. local, record level data vs. aggregate) do the data team have access to, and where do the data reside?  | Purpose, Goals, and Activities (E) | Notes |
| 7. How long will the data team continue to work? | Data Team Process (A) | Notes |
| 8. What is the frequency of data team meetings? | Data Team Process (D) | Notes |
| 9. When will the data team meet? | Data Team Process (D) | Notes |
| 10. What is the duration of the data team meetings? | Data Team Process (D) | Notes |
| 11. Where or how will the data team meet (e.g., what location and space or via what technology)? | Data Team Process (D) | Notes |
| 12. How many members does the data team have?  | Data Team Process (B) | Notes |
| 13. Who (what roles) serve on the data team, and how are members identified?  | Data Team Process (C) | Notes |
| 14. Who (what role) will coordinate the work of the data team, including developing meeting agendas, facilitating meetings, and communicating progress to members and other key stakeholders? | Data Team Process (C) | Notes |
| 15. How is the work of the data team communicated to program staff, participating agencies, stakeholders, and others? | Data Team Process (E) | Notes |