# LOOK! THINK! ACT!

# Documentation Template

Instructions: Use this template to document your ***Look! Think! Act!*** discussion.

## General information

|  |  |
| --- | --- |
| Date of discussion | Click or tap to enter a date. |
| Question(s) to be considered | Click or tap here to enter text. |
| Participants | Click or tap here to enter text. |

## LOOK | What we know from the facts

|  |  |
| --- | --- |
| Data source | Observations about the data *Record what participants notice about the data. Stay grounded in the data without making conclusions.* |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

## THINK | What we think is causing or influencing the results

***Note:*** *Consider indicating type of stakeholder. For example, F for family member, P for program service provider, A for administrator and create a key here to track your codes. You will be able to track ideas and which ideas are used in your final actions.*

**Record participants’ ideas, explanations, or interpretations about what was seen in the Look stage.**

|  |
| --- |
| Click or tap here to enter text. |

## ACT | What are we going to do

**Planning for action. Record participants’ ideas for actions to be considered**.

|  |
| --- |
| Click or tap here to enter text. |

**Record details on actions to be taken.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key actions | Who’s  responsible | Timeline | How will we access progress or know action is completed | Notes |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |