LOOK! THINK! ACT!

**Preparation Checklist**

***Look! Think! Act!***is a simple process for using data for program improvement. Use this checklist before you begin to hold a data discussion using the ***Look! Think! Act!***process. The checklist summarizes content in the **Look! Think! Act!** **learning module’s** Engage section, Before You Look.

Clarify Purpose

Questions we are trying to answer or problems we wish to solve are clarified.

Specific populations, situations, or outcomes that concern us are clearly stated.

What we hope to learn is determined.

Identify Potential Participants

Knowledge, expertise, and experience represented by members of the immediate team have been identified.

The involvement of additional participants to increase the diversity of perspectives has been considered (for example, administrators, practitioners, families, professional development trainers, and individuals from different cultural and professional backgrounds).

Someone who has familiarity with the data has been identified.

Prepare Data

Quantitative and / or qualitative data have been carefully selected to help answer our questions or address our problems.

Data quality concerns and limitations have been identified.

Data have been summarized keeping equity in mind and when appropriate, have been broken down into subcategories (e.g., race, ethnicity, income level, disability, geographical location, foster care).

Data are displayed using visual techniques that help users understand the data and see trends.

Plan for Look! Think! Act! Discussion

The setting and context for having a Look! Think! Act! discussion have been determined.

A discussion facilitator has been identified.

Participants have everything they need in advance to prepare for the meeting (for example, an agenda, summarized data, and accompanying resources and materials).



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