Data Wise Improvement Process: Key Tasks for Each Step

Step	Key Tasks
1 Organize for Collaborative Work	1.1 Adopt an improvement process 1.2 Build a strong system of teams 1.3 Make time for collaborative work 1.4 Set expectations for effective meetings 1.5 Set norms for collaborative work 1.6 Acknowledge work style preferences 1.7 Create a data inventory 1.8 Create an inventory of instructional initiatives
2 Build Assessment Literacy	2.1 Review skills tested 2.2 Study how results are reported 2.3 Learn principles of responsible data use.
3 Create a Data Overview	3.1 Choose a focus area 3.2 Analyze data, find the story 3.3 Display the data 3.4 Allow staff members to make sense of the data and identify a **priority question**
4 Dig into Student Data	4.1 Examine a wide range of student data 4.2 Come to a shared understanding of what student data show 4.3 Identify a **learner-centered problem**
5 Examine Instruction	5.1 Examine a wide range of instructional data 5.2 Get clear about the purpose of observation 5.3 Come to a shared understanding of what is happening in classrooms 5.4 Identify a **problem of practice**
6 Develop Action Plan	6.1 Decide on instructional strategies 6.2 Agree on what the plan will look like in classrooms 6.3 Put the plan in writing
7 Plan to Assess Progress	7.1 Choose assessments to measure progress 7.2 Set student learning goals
8 Act and Assess	8.1 Implement the action plan 8.2 Assess student learning 8.3 Adjust the action plan 8.4 Celebrate success