Handout 5: Action Plan

## Choose a barrier to data use that will be the focus of your action planning for data use.

🞎 Barrier A: Carving Out Time 🞎 Barrier B: Building Capacity 🞎 Barrier C: Implementing Structures 🞎 Barrier D: Ensuring Trust

| Section 1: Brainstorm | Section 2: Outcomes | Section 3: Reflect | Section 4: Artifacts | Section 5: Next Steps |
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| Brainstorm activities to:* Distribute tasks (Barrier A)
* Build capacity (Barrier B)
* Design and implement structures (Barrier C)
* Build trust (Barrier D)
 | As a result of your plan, what outcomes are you expecting? How will you measure progress? Star two to three activities you brainstormed that you will complete prior to the next module. | What did you do? How did it go? | What artifacts show if this activity was a success? How do you know? What could be improved? | Based on the level of success, what are the next steps you will implement to meet your intended outcomes?  |
| *(Barrier B) Assign team members different data sources to summarize during the discussion of data, a standing item on the school leadership team’s agenda.* | *(Barrier B) Ask participants to create short summaries of relevant data sources that members of the school leadership team would use.* |  |  |  |
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## Section 6: Continue to Implement and Document the Level of Success

**How will you maintain this level of implementation?**

**How will you measure progress?**