Planning for Root Cause Analysis and Finalizing the Data Narrative

# Root Causes Analysis

| Tasks | Current Status | Who/When | Materials/Tools |
| --- | --- | --- | --- |
| Develop planning team background regarding Root Cause Analysis. |  |  |  |
| Inventory data (other than performance data) to be used as part of root cause analysis. |  |  |  |
| Determine what data will be reviewed prior to or as part of root cause analysis. |  |  |  |
| Determine what data are available to use in validating root causes. |  |  |  |
| Consider external review results (if applicable). |  |  |  |
| Generate explanations (brainstorm), and categorize and summarize explanations. |  |  |  |
| Narrow (eliminate explanations over which you have no control) and prioritize. |  |  |  |
| Deepen thinking to get to root cause(s). |  |  |  |
| Validate with other data. |  |  |  |
| Capture root causes in the Data Analysis Worksheet and the Data Narrative. |  |  |  |
| Describe (in writing) the process used to identify root causes, and how they were validated in the Data Narrative. |  |  |  |

# Finalizing the Data Narrative

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| --- | --- | --- | --- | --- |
| Tasks | Current Status | Who/When | How | Materials/Tools |
| Clarify critical elements of the data narrative (Data Narrative Outline). |  |  |  |  |
| Collect notes about the data analysis processes (identifying notable trends, prioritizing performance challenges, identifying root causes). |  |  |  |  |
| A small group (or individual) generates a draft of data narrative. |  |  |  |  |
| Reach consensus among all planning participants that the narrative tells the “data story” for the school and meets state criteria. |  |  |  |  |
| Revise data narrative as needed. |  |  |  |  |