

# Data Analysis Worksheet

<b>Access</b>	
What question are we seeking to answer?	
What data are we looking at?	
What are some (on the surface) data statements we can make when looking at the data?	
<b>Interpret</b>	
What data statements suggest a favorable result?	
What data statements suggest an unfavorable result/areas of concern?	
What strategies/material can we attribute to the favorable results?	
<b>Produce</b>	
What will it take to continue the favorable results?	
What can be done to transfer the successful strategies to our areas of concern?	
What are the specific steps that will be taken?	
When will this plan be revisited, analyzed and modified?	
<b>Disseminate</b>	
Who will we share this plan with?	
When and in what format will it be shared or presented?	
How will we solicit feedback and ideas for improvement?	
How will we be held accountable?	