Program Data Analysis Protocol

0–5 minutes | Frame the Session

- Reaffirm purpose: *"We're here to use our data to make concrete improvements, not just to report numbers."*
- Emphasize this is about **learning and adapting**, not blame.

5–20 minutes | Step 1: Prioritize Needs

- Review findings from data analysis.
- Identify which unmet indicators or gaps have the **biggest impact** on outcomes.
- **Prompt Questions:**
    - Which gaps affect the most children or families?
    - Which outcomes are most urgent for funders or partners?
- Narrow to **1–3 top priorities** to focus on.

20–30 minutes | Step 2: Plan Adjustments

- For each priority need, brainstorm program adjustments.
    - Examples: change curriculum pacing, add parent outreach, restructure staff roles, seek partnerships.
- Ensure adjustments are **realistic and measurable**.
- Record as specific actions, not general intentions.

30–40 minutes | Step 3: Assign Responsibility

- For each adjustment, decide:
    - **Who** is responsible.
    - **When** it will happen.
    - **Where** it applies (specific site, group, or program area).
- Confirm responsibilities in writing.

40–50 minutes | Step 4: Monitor Progress

- Decide how progress will be tracked (surveys, attendance, feedback, performance data).
- Set review points (monthly, quarterly).
- Assign who will check progress and how results will be documented.

50–55 minutes | Step 5: Share & Refine Results

- Decide how to share results internally (staff meetings, dashboards) and externally (funders, families, community).
- Plan to revisit adjustments: *"What will we do if this change isn't working?"*
- Build in a cycle of refinement, not one-and-done.

55–60 minutes | Close

- Quick round: each staff member shares one takeaway or commitment.
- End with: *"Using our data this way ensures we improve outcomes for children and families — and strengthen the impact of our program."*

Program Data Analysis Action Plan Worksheet

Outcome:

_____
_____
_____
_____

Gaps in data or unmet goals:

_____
_____
_____
_____

Planned Adjustment:

_____
_____
_____
_____

Who is in charge of implementing the adjustment?	When and where will the adjustment start?	What steps will need to be taken to implement the adjustment?	How will we monitor the impact of the adjustment?	How will we share our results?