## Data Wise Improvement Process: Key Tasks for Each Step

<table>
<thead>
<tr>
<th>Step</th>
<th>Key Tasks</th>
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| 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 |