# Activity 3.6 – Checklist of Key Processes & Tasks for Conducting Data Analysis and Identifying THE Performance Challenge

Directions

The following key processes and tasks are provided as recommendations for Conduct Data Analysis and Identify THE Performance Challenge. Consider each and take notes about what you need to do in your context to gather and analyze data, construct and select performance challenges, and identify evidence to support your decisions. If you are completing the module with a group, first respond to these prompts individually. Then, discuss as a group before continuing through the module. This checklist is available as a standalone document at the link provided at the end of this module.

Key Process: Gathering and Analyzing Data

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| Key Tasks | Notes |
| [ ]  | Core Team identifies and gathers multiple sources of data |       |
| [ ]  | Team examines data, including achievement data of disaggregated student groups, student and adult behaviors, and instructional practices |
| [ ]  | Team develops narrative descriptions of trends, patterns, and relationships evidenced by the data |
| [ ]  | Team identifies Performance Challenge(s) based on data analysis |

Key Process: Selecting the Key Performance Challenge for Each Goal

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| Key Tasks | Notes |
| [ ]  | School Core Team reviews identified Performance Challenge(s) for specificity and concreteness |       |
| [ ]  | Team prioritizes Performance Challenges (if more than one) and ranks them in order of importance and urgency |
| [ ]  | Team identifies THE Performance Challenge for each goal |

Key Process: Evidence to Support

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| Key Tasks | Notes |
| [ ]  | Team reviews and records the evidence used to support the identification of THE Performance Challenge, to demonstrate a thoughtful and deep analysis of student achievement data, student/adult behaviors, and instructional practices. |       |
| [ ]  | Team discusses how this evidence will be used to check for progress on the Performance Challenge, as well as other evidence that may be collected and reviewed as the school moves forward to address each Performance Challenge. |