# Activity 4.6 – Checklist of Key Processes & Tasks for Conducting Root Cause Analysis and Selecting Focus Areas

Directions

The following key processes and tasks are provided as recommendations for Conducting Root Cause Analysis and Selecting Focus Areas. Review each and take notes about what you need to do in your context to identify and select the deepest root cause, within the school’s control, that if resolved, would result in elimination or substantial reduction of THE Performance Challenge, and identify the highest leverage Focus Areas most likely to improve outcomes and increase student achievement. Engage in the process for both THE ELA and THE math Performance Challenge. 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: Clear Root Statements Within the School Core Team’s Control

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| Key Tasks | Notes |
| [ ]  | Identify Performance Challenge(s) |       |
| [ ]  | Select a structured process such as The Fishbone Process or 5-Whys to articulate root causes, within the School Core Team’s control, for the Performance Challenge(s) |
| [ ]  | Engage School Core Team in articulating the deepest root cause statements, within the School Core Team’s control, for the Performance Challenge(s) |
| [ ]  | Differentiate the root cause statements for ELA and math |

Key Process: Selecting the Key Performance Challenge for Each Goal

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| Key Tasks | Notes |
| [ ]  | Select Focus Area(s) aligned to root causes supported with student achievement data, student/adult behaviors, and/or instructional evidence |       |
| [ ]  | Select the highest leverage Focus Area addressing the deepest root cause(s) that is most likely to improve outcomes and increase student achievement |
| [ ]  | Differentiate the selected Focus Areas for ELA and math |