**How Our Data Will Inform Action**

6 Steps for Planning – a template

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| **THE DATA**   * What is the critical data to share? * What insights does this data highlight? * What is the best way to share this data, so the meaning-making is clear? |  |
| **THE PEOPLE**   * Who needs to see this data? * How are they connected to it? * Do they have enough decision-making power to take action, if needed? |  |
| **THE PURPOSE**   * What action do these people need to take that would be clarified with this data? * What decisions are being made that may be strengthened or explained with this data? * Why is this information important to see at this time? |  |
| **THE TIME**   * How much time is available for this meeting? * What can reasonably be achieved in this amount of time? |  |
| **THE SPACE**   * How does the physical space limit or promote dialogue around the data? * How might you rearrange furniture and challenge where the “front” of the room stands? |  |
| **THE ACHIEVEMENTS**   * What will participants have accomplished by the end of this meeting? * What decisions need to be made or actions committed to by the close of the meeting? |  |