**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?
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| **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?
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| **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?
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| **THE TIME*** How much time is available for this meeting?
* What can reasonably be achieved in this amount of time?
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| **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?
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| **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?
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