

4 Steps of Data Decision Making



Program Name:

Step 1. Create Clear Outcomes

Determine a question you want answered.

Develop a "SMART" output and /or outcome to address the question.

Step 2. Align Data Tools and Systems

List data tools and systems you already have in place or may need to develop to collect and report out on your output and outcome. Pro Tip: Do you have procedures in place for who, how and when the data is collected?

Step 3. Analyze Your Data

How will you review the data to see if you met your output and/or outcome?

What tool (Excel, Database, etc.) is available or needed to review and analyze the data? Who is responsible for summarizing the data?

Step 4. Use the Data

What are specific ways you can use the data to drive continuous quality improvement?

How do you use the data internally to make program improvements?

How do you use the data externally to share your impact, market the program, and grow funding?

To find more resources and tools, visit www.transformconsultinggroup.com.

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