Standard Data Review Protocol

Purpose: The Standard Data Review Protocol provides a structured approach to analyzing and acting on data to improve tutoring effectiveness. Ensuring data is organized, reviewed, and translated into actionable insights helps teams focus on reflection and decision-making rather than data synthesis. A standardized review process ensures that data leads to measurable improvements, fostering a culture of continuous learning and program refinement.

Data Review Protocol Overview

- **When:** As soon as possible after data collection to ensure relevance.
- **Why:** To drive learning and improvement, not to assign blame.
- **Who:** A facilitator guides discussion, but all voices contribute.
- **What:** Review both aggregate and disaggregated data to assess impact across groups.
- **How:** Adapt the review time to the scope of the data:
    - **Daily tutor review:** ~15 minutes.
    - **Year-end program review:** Half a day.

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	Purpose	**Possible Questions**
Step 1 WHAT did we want to happen?	*Ensure all participants are on the same page about the goal or intended outcome.*	❏ What was our goal? (Refer to any relevant performance expectations from the Performance Measurement Plan.) ❏ What was our plan for reaching this goal?
Step 2 WHAT happened?	*Ensure all participants agree on the actual outcome. Explore the divergences between expectations and realities.*	❏ Did we meet our goal? What did we achieve? ❏ Did we follow our plan? If not, where did we diverge from it? ❏ Where were the differences between our intent and our impact?
Step 3 SO WHAT did we learn?	*Reflect on successes and failures during the project, activity, event, or task. The question 'Why?' generates an understanding of the root causes of these successes and failures.*	❏ What worked? ❏ What didn't work? ❏ What could have gone better? ❏ Was our plan a success? Why or why not?

Step 4 **SO WHAT can we do better in the future?**	*Generate clear, actionable recommendations and next steps for future projects.*	❏ What would we do differently next time? ❏ What advice would you give yourself if you were to return to where you were at the start of the project? ❏ What two or three key lessons would you share with others? ❏ Given this conversation, what should be different one year from now (or after the next similar project)? ❏ What comes next for us on this project? ❏ Are there any lessons for you to internalize?
Step 5 **NOW, WHAT changes do we need to make to our project and individual plans?**	*Incorporate key lessons into your future actions. Document all key lessons for those who may inherit this project.*	❏ Add reflections and next steps to individual plans. ❏ Add reflections and next steps to project plans.