

Data Analysis Program Self Assessment

Topic	Description	Not in Place	Needs Work	Works Well	Comments
Data Collection and Management	Systems in place: one staff person primarily responsible for data database in operation data checked for quality student intake and orientation is effective procedures for monitoring attendance and assessments in place				
Data Analysis	Data is: reviewed at regular intervals reviewed by variety of stakeholders used to answer questions about program performance used to track trends used to compare program against standards				
Decision Makers	Data is reviewed and decisions are made by a team of stakeholders (administrators, instructors, board members, students, etc.) and not by one single person.				
Team Dynamic	The team is diverse and differing viewpoints are respected and considered. Even when all team members are in agreement, they still look at all sides of an issue to assure they understand the pros and cons.				
Decision-Making Skills and Strategies	The decision-making team is skilled and uses a variety of strategies to investigate program needs and make changes for improvement. The team uses established mechanisms for sharing data results with staff and other key stakeholders.				
Data Reports	Data reports are created that can be shared with various stakeholders including staff, funders, and the public. Data reports are regularly reviewed to ensure program quality and identify new areas for improvement.				
Process for Making and Implementing Changes	There is a clearly established process for making decisions. Changes are tested in small pilot projects, evaluated, and adapted before implementing them full scale. The process for making program improvements is an ongoing organizational practice.				