To Adapt….

Draft Project Management Tool for Data Team Chairs

Developing From the AIR | Review Process LinC 4-20-2015

**Mid-term check-in audit of Review Process with Data Team (Audit)**

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| **Goal:** Move past the intro “Data Team - Research Question - Get Data” if that is not needed or already done at the start of the AIR process. What is the need from the Team?  How do you need to use them? How does their work related to the purpose of the work? How are you drawing on expertise and lessons learned re Data Teams at the college? What outside expertise is being used? | Yes | No | Not sure |
| 1. Are we checking in with the most experienced Data Team member (Mike) to get a third opinion of the process?
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| 1. Given we are halfway through what do we need to accomplish in terms of specific task and how does that map with the time allotted? Are we able to answer that question?
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| 1. Is each member and subgroup sure the questions being asked directly tie to the Six Evaluation Questions?
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| 1. Are there already findings that we can draw on?
 |  |  |  |
| 1. Are we collecting data for the sake of collecting data?
 |  |  |  |
| 1. Are we using data we have most efficiently?
 |  |  |  |
| 1. Other….
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| 1. **Did we learn anything we did not already know?**
2. **Do we have a plan to share what we have learned?**
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