



A Practical Worksheet to Support Data-Informed Decision-Making

Guidance for Completing

The steps below are meant to guide a single decision. Instructions are in italics.

Evidence Goal	What decision are you trying to make or support? <i>For example, should we direct resources from one program or part of the community to another?</i>	By when?
	What do you need to know in order to make your decision? <i>List what you need to know as questions, and write down as many questions that come to mind without pausing to answer, analyze, or judge.</i>	
	1. 2. 3. 4. 5. 6.	
	From the list of questions above, write the one question that is highest priority. <i>This question is critical to answer before you can make the decision you are grappling with.</i>	



Evidence Capacity	Determine your organizational capacity to collect the data to make your decision.		
	Internal Data: What data do you hold that is critical (timely, pertinent) for the decision?	Do you have the capacity to analyze all of it? Yes / No	A: If not, what resources do you need to complete the analysis?
	External Data: Can data that others hold that is critical for the decision?	Are you able to access and analyze all of it? Yes / No	B: If not, what resources do you need to complete the analysis?
	New Data: What data would be good to get that you do not currently have that is critical for the decision?	Do you have a process for getting all of it? Yes / No	C: If not, what resources do you need to complete the analysis?

Evidence Plan	Make a plan to analyze, access, and process the data to make your decision.			
	Internal Data: Looking at Box A above, what partners can you access to analyze the data? Are there team members you can task with analysis?	What is the immediate next step(s)?	Who will own it?	What do you estimate it will cost?
	External Data: Looking at Box B above, who owns the data? Are there existing relationships you can leverage to access the data?	What is the immediate next step(s)?	Who will own it?	What do you estimate it will cost?
	New Data: Looking at Box C above, can you or an existing partner structure a survey, focus group, or short research project?	What is the immediate next step(s)?	Who will own it?	What do you estimate it will cost?

Implementation	Now, let's put your plan into action...
	<ul style="list-style-type: none"> ● Circle the top three immediate next steps above (with owner) and get started ● Lay out all steps on a timeline (with owner) to chart the path to the decision ● Secure funding, or determine ways to mitigate estimated cost above