# Success Gaps Toolkit Checklist

| Success gap process | Action items |
| --- | --- |
| Identify success gap(s) | [ ]  Identify success gap(s) and create an initial success gap statement |
| Form a team | [ ]  Identify needed representation based on the success gap[ ]  Invite team members |
| Prepare and share data about the success gap to uncover details needed to refine your success gap statement | [ ]  **First team meeting**[ ]  Schedule meeting[ ]  Prepare agenda [ ]  Prepare data to share[ ]  Determine group norms[ ]  Assign roles and responsibilities[ ]  Refine initial success gap statement[ ]  Introduce rubric[ ]  Determine additional data needed[ ]  Create schedule of team meetings and determine additional people needed for scheduled meetings[ ]  **Data collection**[ ]  Collect all needed data[ ]  Share collected data with team members |
| Use your team, data, and the rubric to determine actionable root cause(s) | [ ]  **Rubric completion in multiple meetings**[ ]  Complete rubric individually[ ]  Meet to consider and discuss ratings[ ]  Collect evidence and use to come to an agreement on ratings[ ]  **Root cause(s)**[ ]  Review all collected data, evidence, and rubric ratings[ ]  Identify possible root cause(s)[ ]  Prioritize actionable root cause(s) |
| Develop an action plan | [ ]  Write goal statement[ ]  Outline action steps[ ]  Determine timelines[ ]  Determine progress-monitoring data needed[ ]  Create evaluation plan[ ]  Share action plan with relevant stakeholders |
| Implement plan and monitor progress | [ ]  Schedule monthly (or regular) meetings [ ]  Identify needed data and which team members will provide updates at meetings[ ]  Create agendas for meetings[ ]  Review action plan at meetings and update completed items [ ]  Review collected data at meetings to evaluate effectiveness or needed adjustments to the action plan[ ]  Share progress with stakeholders |