# 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 |