



Creating an activity profile

INTRODUCTION

Completing quantitative data analysis is only one piece of understanding your system's performance. You also need qualitative data in order to understand the root causes of that performance. For example, data analysis might have shown you that one program is not having the impact it should, but that data will likely not be able to tell you why. For that you need to look into the program itself and gather the nuanced information necessary to create new hypotheses and plans. An activity profile will help you and the team working on a particular program take full stock of all the activities and programs currently happening that relate to a performance pattern you have found. Once you have a full list of relevant activities, you can use your data gathered earlier to look into which programs are performing well or not and why.

It is best for the people directly connected to the work to complete the profile, either with you or on their own once you have explained the process to them. They know their work the best and can provide insights you otherwise might not see.

OBJECTIVES

- Understand how an activity profile can help you in your data analysis efforts
- Create an activity profile around one initiative in your system

MATERIALS NEEDED

- Activity profile on page 2
- Writing utensils
- List of delivery goals and/or strategies, if available

INSTRUCTIONS

Introduce everyone to the activity profile and explain that you will be using this to find out what programs and activities are going on that relate to the data conclusions you've developed, so that everyone is on the same page about what is happening in each activity. Fill out the activity profile with the team, or if there is not enough time to have everyone together and working on it, you can send the team off with the charge of completing the profile. If that is the case, once the profile is complete, you will still want to bring everyone together to go through it and make sure nothing was missed and that everyone is in agreement on what is listed.

If an activity is found to not relate to the performance pattern in question, you can probably eliminate it, though keep it in mind for any future analysis.

If you are looking at a positive performance pattern, it might be helpful to fill out the activity profile in reverse, in order to find out your system's strengths and how to build on them.

Once you have a completed activity profile related to a performance pattern, you are ready to brainstorm hypotheses and carry out more analysis.

**ACTIVITY PROFILE FOR AN IDENTIFIED PERFORMANCE PATTERN**

Activity: What activity, program or initiative relates to the performance pattern?	Description: Describe the activity in one sentence.	Goal(s): What student outcome goal or goals is the activity meant to impact?	Rationale: Why and how do we believe that the activity will have a positive impact on the goal(s)?	Success: If the activity is occurring successfully, what will that look like? What are people doing to lead to success?
<i>Example: Individualized Education Plans (IEPs)</i>	<i>We require that all schools provide an individualized plan to guide the education of each student with a disability (SWD).</i>	<ul style="list-style-type: none"> ■ <i>Reading proficiency for SWDs</i> ■ <i>Math proficiency for SWDs</i> ■ <i>Graduation rates for SWDs</i> 	<i>By customizing education to the needs of a student with a disability, we can accelerate that student's learning and improve performance.</i>	<ul style="list-style-type: none"> ■ <i>Members of each student's IEP team know what that student needs and work in a coordinated fashion to deliver the right combination of services.</i> ■ <i>Students receive educational services appropriate to their current developmental level.</i>