This protocol is designed to support teams in synthesizing and summarizing findings derived from a Root Cause Analysis (RCA) process found in Step 2 of the CIM process. The protocol includes a summary worksheet that guides teams through a review of data they have gathered, what they have learned, lingering questions from their analysis, and a draft aim statement.

**Participants**

**Roles:** Facilitator, Notetaker

**Group Size:** 2+ people

**Time:** 20-40 minutes

**Materials**

**In Person:** post-its, pens, pencils, copies of the summary document, or poster paper.

**Virtual:** note-taking materials, share the summary document for all to see.

**Instructions for Use**

**1. Gather** relevant data and materials collected through the root cause analysis process.

**2. Complete each portion summary worksheet table.**

**a**. Invite participants to reflect on the first four prompts: data sources, summary of strengths and weaknesses, and any lingering questions, one prompt at a time. Pause to document responses for each prompt.

 **i.** Worksheet may be completed for quantitative data, qualitative data, or both. The sections can be completed at different times based on where a team is in the investigation.

**b**. Support participants in identifying and documenting the overarching themes.

**c.** Identify up to three root causes. Document the evidence that supports why the team has selected the identified root causes.

**d.** Draft an aim statement. “An improvement aim articulates the specific problem to be solved and the measures of accomplishment to which the community will hold itself accountable. It imbues the community with its purpose.” *Bryk, Anthony S., et al. Learning to Improve How America’s Schools can Get Better at Getting Better. Harvard Education Press, 2017.*

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| --- | --- | --- |
|  | **Quantitative Data** | **Qualitative Data** |
| **Data sources** |       |       |
| **Summary of strengths** |       |       |
| **Summary of weaknesses** |       |       |
| **Lingering questions** |       |       |
| **Summary of all data**\*Note overarching themes or patterns |       |       |
| **Suspected root causes**\*Highlight the causes you will work to solve first. | **Suspected Root Cause** | **Evidence** |
|       |       |
| **Draft an aim statement.** |       |       |

*Adapted from a resource created by the System Improvement Leads (SIL):* [systemimprovement.org](http://www.systemimprovement.org )