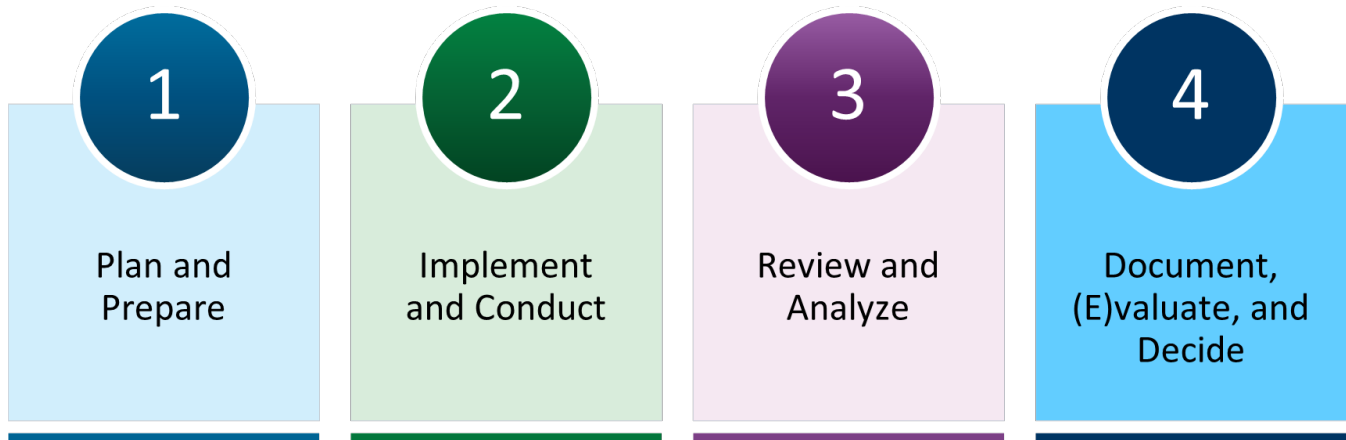# 2024 NRS Targeted Workshop: Checklist and Action Step Worksheet

Overview

This handout was developed for state teams to discuss, reflect, and record their considerations across all four pilot phases. It provides an action item checklist for each phase, guiding questions, qualitative and quantitative data considerations, and a planning and review checklist/worksheet.

Guiding Framework: Pilot Phases 1–4

1 Plan and Prepare

2 Implement and Conduct

3 Review and Analyze

4 Document, (E)valuate, and Decide

1 **Plan and Prepare**

Select two of the following items for the Plan and Prepare phase. For each item selected, identify an action step that needs to occur. For each action step consider and discuss the following: (1) who are the key decision makers? (2) what resources are needed? and (3) what data are needed? If your state has already completed this phase, then identify two of the following items, three action steps that occurred for those items, and any areas for improvement or lessons learned to date related to the selected items and action steps.

• Identify and establish roles and responsibilities for the pilot team.	
• Develop the questions the pilot will answer and prepare a data analysis plan designed to answer your pilot questions.	
• Develop a plan for collecting data and feedback.	
• Consider stakeholder roles and engagement.	
• Identify where you will implement the pilot.	
• Consider the feasibility of the pilot.	
• Consider how your outcomes will serve as evidence of effective scalability.	

For each checklist item you selected, use the following tables to identify an action step. In addition, specify the key decision makers, required resources, and necessary data to implement the action.

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

List two data questions about your pilot (i.e., program, strategy, initiative) specific to Phase 1.

Data Question 1:
Data Question 2:

Sample Data Questions to Consider for Phase 1	
Quantitative	**Qualitative**
• What are the demographics of the target adult learner population?	• What are the learning needs and goals of adult learners?
• How many participants are expected to enroll?	• What potential barriers (e.g., time, tech access) might learners face?
• What is the baseline for key performance indicators (e.g., literacy rates)?	• What support systems are important for participant success?
• What is the initiative's cost per participant?	• How do educators perceive the relevance of the initiative?

2 Implement and Conduct

Select two of the following items for the Implement and Conduct phase. For each item selected, identify an action step that needs to occur. For each action step, consider and discuss the following: (1) who are the key decision makers? (2) what resources are needed? and (3) what data are needed? If your state has already completed this phase, then identify two of the following items, three action steps that occurred for those items, and any areas for improvement or lessons learned to date related to the selected items and action steps.

• Provide ongoing implementation supports to pilot staff and partners.	
• Periodically and consistently gather data and feedback from multiple sources.	
• Periodically identify and review the progress of the pilot's implementation.	
• Meet regularly as a pilot team to identify issues, lessons learned, and needed revisions.	
• Communicate about pilot progress, insights, and strategies for improvement.	

For each checklist item you selected, use the following tables to identify an action step. In addition, specify the key decision makers, required resources, and necessary data to implement the action.

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

List two data questions about your pilot (i.e., program, strategy, initiative) specific to Phase 2.

Data Question 1:
Data Question 2:

Sample Data Questions to Consider for Phase 2	
Quantitative	Qualitative
• What is the attendance rate?	• How do learners describe their experience with the initiative?
• How many hours of instruction are you delivering?	• What challenges are educators facing in delivering the initiative?
• What is the instructor-to-learner ratio?	• What adjustments are you making during the implementation?
	• How do learners perceive the usefulness of the initiative?

3   Review and Analyze

Select two of the following items for the Review and Analyze phase. For each item selected, identify an action step that needs to occur. For each action step, consider and discuss the following: (1) who are the key decision makers? (2) what resources are needed? and (3) what data are needed? If your state has already completed this phase, then identify two of the following items, three action steps that occurred for those items, and any areas for improvement or lessons learned to date related to the selected items and action steps.

• Review the implementation data.	
• Review the implementation process.	
• Analyze pilot outcomes.	

For each checklist item you selected, use the following tables to identify an action step. In addition, specify the key decision makers, required resources, and necessary data to implement the action.

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

List two data questions about your pilot (i.e., program, strategy, initiative) specific to Phase 3.

Data Question 1:
Data Question 2:

Sample Data Questions to Consider for Phase 3	
Quantitative	**Qualitative**
• What are participants' completion rates?	• How do learners describe the impact of the initiative on their lives?
• How many participants have shown improvements in their skills?	• How have learners' attitudes toward education changed?
• What are the success rates based on other defined metrics?	• What do educators identify as the strengths and weaknesses of the program?
• How does the initiative's performance compare to the intended goals?	• What factors contributed to participants' success or struggles?

4 Document, (e)valuate, and Decide

Select one or two of the following items for the Document, (e)valuate, and Decide phase. For each item selected, identify an action step that needs to occur. For each action step, consider and discuss the following: (1) who are the key decision makers? (2) what resources are needed? and (3) what data are needed? If your state has already completed this phase, then identify two of the following items, three action steps that occurred for those items, and any areas for improvement or lessons learned to date related to the selected items and action steps.

• Formally document results and analysis (conclusions).	
• Ensure decision is informed by data.	
• Consider scalability and sustainability, including adaptability, maintenance, and continuous improvement opportunities.	
• Use a decision model to help inform outstanding issues.	
• Consider making identified revisions, if needed, before scaling resource allocation.	
• Communicate about pilot process and conclusion.	

For each checklist item you selected, use the following tables to identify the next action step. In addition, specify the key decision makers, required resources, and necessary data to implement the action.

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

Checklist Item_____	Key Decision Makers
Action Step:	
What resources are needed for this action step?	
What data are needed for this action step?	

List two data questions about your pilot (i.e., program, strategy, initiative) specific to Phase 4.

Data Question 1:
Data Question 2:

Data Questions to Consider for Phase 4	
Quantitative	**Qualitative**
• What is the return on investment of the initiative, considering cost and outcomes?	• How do participants feel the initiative has changed their career/education?
• Did the initiative maintain its fidelity?	• What suggestions for improvement do learners and educators have?
• What percentage of participants would recommend the initiative?	• What lessons were learned about the initiative's scalability?
• What is the retention rate?	• How well did the initiative adapt to the specific needs of the learners?

Risk Mitigation

Risk Considerations: Identify potential threats to your pilot (e.g., initiative, program, strategy), especially those that would be crucial to Phase 2 (Implement and Conduct) and Phase 3 (Review and Analyze).

The following considerations can help identify risks or challenges to the action plan and the related recruitment and enrollment strategy (Please note these are examples and not an exhaustive list.):

- Resources: e.g., Do you have the resources needed to actualize your action plan?
- Stakeholder buy-in: e.g., What resistance might you encounter and from whom? Are there unintended and ill-received results or impacts that might happen to specific stakeholders?
- Politics and policy: e.g., What policy and political considerations are needed to implement key action steps? Do the action steps or strategies require or benefit from policymaker approval or agreement to proceed?
- Data: e.g., Do you or will you have the needed data to inform the action planning steps or strategy?

Step 1: Identify potential risks.

Step 2: Determine one or more reasons why you've identified this as a risk.

Step 3: Determine potential approaches to address the risk (e.g., eliminate the cause, reduce the probability or impact of the risk or do nothing—that is, whether it's an acceptable risk).

Step 4: Prioritize risks based on risk level and response; adjust action plan, as needed (e.g., revise or create a new action step).

Identify Risks	Why Is This a Risk?	Potential Approach to Address the Risk
List potential risks to a successful pilot.	*What factors make this a potential risk?*	*How will the team respond to the risk and persons responsible for risk response?*
1. Data not entered correctly entered at pilot sites or by pilot staff which impacts data quality (example)	Large number of staff at two of the pilot sites are new hires and haven't yet engaged in data collection.	• Provide targeted technical assistance and orientation on data collection. • Employ multiple verification methods of data being collected (e.g., desk monitoring, on-site monitoring, and asking the teachers).
2. Financial risk – funding for the pilot comes from governor's set-aside budget (example)	There is a new incoming governor who may have different priorities.	• Identify connections of pilot goals to incoming governor's priorities. • Communicate these connections with data once it becomes available.

ADDENDUM: Pilot Phases 1–4 Checklist: Worksheet

Instructions: Complete the Phases 1–4 Checklist, then use the worksheet to identify gaps, such as where more information is needed or any items that cannot be completed. If you are currently in the implementation phase of piloting, address the worksheet from a "review of items to-date" perspective.

	Incomplete Checklist Items If a checklist item cannot be completed, identify how it may impact pilot implementation.	Needed Information to Complete Checklist Item If more information is needed for a checklist item, assign a responsible party to obtain it, identify needed resources, and set a timeline.	Missing Items Note any items that are not on the checklist but key to piloting.
Phase 1	*Incomplete checklist item:* ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●
	Incomplete checklist item: ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●

	Incomplete Checklist Items If a checklist item cannot be completed, identify how it may impact pilot implementation.	Needed Information to Complete Checklist Item If more information is needed for a checklist item, assign a responsible party to obtain it, identify needed resources, and set a timeline.	Missing Items Note any items that are not on the checklist but key to piloting.
Phase 2	*Incomplete checklist item:* ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●
	Incomplete checklist item: ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●
Phase 3	*Incomplete checklist item:* ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●
	Incomplete checklist item: ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●

	Incomplete Checklist Items If a checklist item cannot be completed, identify how it may impact pilot implementation.	Needed Information to Complete Checklist Item If more information is needed for a checklist item, assign a responsible party to obtain it, identify needed resources, and set a timeline.	Missing Items Note any items that are not on the checklist but key to piloting.
Phase 4	*Incomplete checklist item:* ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●
	Incomplete checklist item: ● *Impact:*	*Checklist item:* ● *Responsible party:* ● *Resources:* ● *Timeline:* ●	*Missing item* ●