# QDAI framework – checklist

This checklist can be used to review QDAI processes, ensuring that key evaluation principles have been addressed.

**Q**uestion – determine the focus of your inquiry

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| --- | --- |
| Check? | Criteria |
|  | The question is clear, focused and succinct. |
|  | There are clear links between the question and the activity. |
|  | The question is written in plain language. |
|  | There is a timing component (by when) or measure (from what to what), if applicable. |

**D**ata – plan for and collect your data

|  |  |
| --- | --- |
| Check? | Criteria |
|  | There are clear links between the question, data and activity (meaningful data). |
|  | Baseline data is obtained (if applicable). |
|  | There is sufficient data to answer the question (more than one source). |
|  | A range of data sources are considered (qualitative/quantitative). |
|  | Data is collected consistently. |
|  | Data is stored securely and is accessible to team members. |

**A**nalysis – how to analyse your data

|  |  |
| --- | --- |
| Check? | Criteria |
|  | Analysis methods are planned (time allocated, resources, who will be involved). |
|  | Analysis is easy to understand (visual representation) and directly linked to the question. |
|  | Triangulation is evident. |
|  | Documents linked to the data source are provided. |
|  | Data is considered with an open mind, consider the question: what did you notice? |
|  | State the facts (avoid drawing conclusions, awareness of bias, apply evaluative mindsets). |
|  | Consider the patterns or trends in data (results increasing or decreasing over time? what are the strengths or weaknesses?). |
|  | Identify any gaps in the data (is there sufficient data collected to confirm or refute claims?). |

**I**mplications – what next?

|  |  |
| --- | --- |
| Check? | Criteria |
|  | Statements are drawn from the question and data analysis (what next?) |
|  | Statements are made using future-focused terms. |
|  | Implications can include a repeated and similar focus (what will be continued? what will be changed?). |

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