Step 1:
- Schedule time for college staff to engage in data review and discussion
- Organize college data (i.e., develop data definitions, disaggregate data, identify benchmarks, trend data longitudinally)

Step 2:
- Convene staff and create a reflective environment where data is used for continuous improvement, and not to cast judgement
- Commit to reviewing data with an equity and inclusion lens
- Build data understanding and identify completion gaps before forming solutions

Step 3:
- Explore root causes of completion gaps (i.e., barriers hindering success or limited access to momentum building activities)
- Build hypotheses around the root causes of completion gaps

Step 4:
- Identify evidence-based interventions that address completion gap hypotheses
- Develop an action plan to implement evidence-based interventions; consider college resource limitations and staff professional development needs
- Align resources (grant proposals, staff, etc.) with action plan

Step 5:
- Implement action plan and evidence-based interventions
- Develop a post-implementation evaluation plan
- Reevaluate completion gaps and adjust as needed (i.e., restart framework cycle)