This tool helps the team identify their data and information sources, resources, and readiness. This identification helps make data collection happen and determines how much assistance they need to engage in this process. The team leader and institutional researchers should complete this tool, including team members as appropriate.

**Secondary questions:**

1. In what ways do faculty and staff use data to help guide their decisions?

2. What level of access does the team have to enrollment data by student characteristics (e.g., race, gender)?

3. Do you have access to the person or office that prepares data for your school or district? Is this person part of your PTR team?

4. Do you have access to secondary district data (is there a person on the team who can enter/extract secondary data)?

5. Does the program of study you’re looking at have dual credit course offerings? If so, what access do you have to that enrollment data (secondary or postsecondary)?

6. How confident are you that you can obtain enrollment data for this program of study?

7. What other program of study data are available at the secondary level?

8. What are the barriers associated with the collection of secondary data for PTR?

**Questions for Postsecondary and Adult Education Organizations:**

1. In what ways do the faculty and staff use data to help guide their decisions?

2. Does the community college have an institutional research office? If so, are they available to provide data for the team? If not, what unit(s) provides data and information for decision-making about your program? (Who do you go to when you need data?)

3. Does your organization compile an annual profile that summarizes student characteristics? (Sometimes these are called “who we are” reports, environmental scanning, college or unit profiles, college fact sheets). If so, do you have access to this information?

4. How confident are you that you can obtain enrollment data for your selected program of study?

5. What are the barriers associated with the collection of postsecondary and adult education data for PTR?

**Other Questions:**

1. To what extent do you sense PTR team members are comfortable reading, analyzing, and interpreting data?

2. What types of resources might be helpful to assist your team during Phase Two?