

CHAPTER 9

Embedding Systems and Processes

THE BIG IDEA

Accuracy should not depend on one person remembering to be vigilant.

THE MOVE

Build the checks into the system itself, with clear roles so nobody has to guess who does what. The goal is simple: the system carries the load, not the person. Use the two checklists below whenever you set up or review a data tool.

IN SYMPLIFIED

The checks and clear roles are baked in, so accuracy holds without anyone playing detective.

Part A: System Setup Checklist

Before launch, or when adopting a new tool.

Clarity. Is the purpose of this data collection clearly stated and understood?

Dropdowns. Are structured inputs used for fields with a finite set of answers?

Required Fields. Are the essential fields required or protected from omissions?

Peer Review. Has at least one end-user tested the workflow before full rollout?

Automation. Is the data flowing automatically into a single source of truth?

Part B: Weekly Data Checklist

For data leads and coaches.

Completeness. Any obvious blank rows or missing information from the past week?

Outliers. Any scores that look like typos (a 500 on a 100-point test)?

Consistency. Do recent entries match the definitions in your Data Dictionary?

Follow-Up. Has a gentle reminder gone to anyone who missed the deadline?

Who does what (RACI)

R = does the work, A = owns the outcome, C = consulted, I = kept informed.

Step	R	A	C	I

TRY IT

Name one process that depends too heavily on one person. How would you redesign it so the system carries the load instead?

REFLECT

1. Which of your current workflows causes the most frustration or duplication of effort?

2. Where could one simple, standardized template bring clarity to your team's work?

3. How could automation give your teachers back even one hour each week?



4. What is one process that depends too heavily on one person, and how might you redesign it?
