

Readiness

- What is the policy, practice, or decision being reviewed?
- Who is conducting this analysis? What criteria were/ is being used to select the review committee?
- What narratives are we telling ourselves about this issue? How can we better understand the root underlying cause of the issue?
- In what ways do you plan to include multiple perspectives?
- What data should be included in the review?

Collaboration

- What outcomes are we seeking?
- Do the outcomes align with your diversity, equity, and inclusion goals? Do the outcomes negatively impact one group or advantage another?
- Who is/ will be impacted by this policy, practice, or decision? Have their perspectives been included?
- How might potential unintended outcomes occur? How will these issues be addressed equitably?

Engagement

- Who are the stakeholders with whom this policy, practice, or decision must be shared?
- What specifically needs to be communicated?
- How and when will the information be rolled out to stakeholders?
- What is the process to allow for feedback from stakeholders? Is there a plan to use the feedback?
- How have you made the communication inclusive, culturally relevant, and accessible?

Evaluation

- Did the policy, practice, or decision help you achieve your stated outcomes?
- What learnings have emerged from this process? How will that information be shared with others?
- What elements will you keep in place as a result of the feedback? What will you do differently?
- In what ways will you utilize feedback to increase diversity, equity, and inclusion accountability?