

# Stage 2: Collecting and Synthesizing the Information

## Overview

### Key participants in Stage 2 include:

Team leaders and the team members they have recruited to serve on the various Self-Assessment teams.

### In this stage:

Team members engage in the collection of information and data to assess if the program is meeting the *Head Start Performance Standards*. Team members use the helpful tools provided in each booklet to collect information. Methods for gathering information include:

- Reviewing documents
- Interviewing people
- Observing activities
- Incorporating relevant data sources

Team members summarize their findings.

Team leaders begin the analysis process by consolidating and synthesizing the information they have collected.

Team leaders will produce a succinct and focused Booklet Analysis that identifies program strengths, specific weaknesses and areas to strengthen.