



## The Affinity Chart Protocol

*The affinity chart is a way to begin to bring order out of chaos. It is one of the most intuitive of the improvement methods. Constructing an affinity chart involves several stages of group activity:*

1. Facilitator identifies the topic and purpose of the study.
2. Gathering information: whatever relevant information and knowledge fits in with the topic
3. Brainstorming whatever else may be important to this issue.
4. Placing each individual item identified in the previous two steps on its own Post-it Note™.
5. • Silently “group” the items.
  - Do it silently – each participant may move post-its around until there is a silent consensus.
  - New post its may be written during the grouping.
  - If a group exceeds eight post-its, subdivide the group.
  - When the groups are completed, label the group, placing the label on a separate post-it. Continue the silence during this activity.
6. Discuss: What has emerged? What patterns seemed to be clear? What are the implications for the work ahead?

**Today’s Topic- “How might we, as a district or school, implement the formative use of common assessments?”**  
**(Feel free to include what you already have in place that could help move the process forward.)**