CB ASSESSMENT
CHECKLISTS

CHECKLIST #6:
Conducting a Retrospective Study

This is an alternative to collecting time study data in real time.
The steps to collect time study data in real time can be found in Checklist #5.

Step 1: Reflect

☐ **1:** Reflect on learning priorities
Reflect on the **learning objectives** of the assessment identified in Section 1.

Step 2: Conduct meetings

☐ **2:** Hold an in-person meeting with staff
Hold an in-person meeting with the staff who will participate to discuss the capacity building definitions and activities by which they will be tracking their time and to get their feedback on how to most accurately collect the retrospective data. Determine whether to collect time by actual number of hours or by general categories (high, med, low) that are clearly defined (perhaps by a range of hours). This may be determined by whether your agency already tracks staff time in a way that can be easily translated to the capacity building activities or not.

Step 3: Create timesheets

☐ **3:** Establish tools for staff to track their time
Develop timesheets and instructions for staff to recall their time spent. Review these with the participating staff and allow for questions and refinement.

Step 4: Collect data

☐ **4:** Collect data
Collect data once for a specific time period, giving staff the time and space for thoughtful recollection.

Step 5: Analyze data and share findings

☐ **5:** Present and discuss findings
Make sure to note the retrospective nature of the time study and limitations when presenting your analysis and findings.

Los Angeles County Arts Commission
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