



## BRIDGE Academy Toolkit

### Data Collection Plans

Data Collection Plans are used by project teams to identify the data that is available in a given process and create clarity and accountability for how the data will be collected.

A Data Collection Plan should be developed for each measure that will be used and should be updated regularly. The information recorded in the Data Collection Plan should be sufficiently detailed that an individual who was not involved in the creation of the plan would be able to collect and record the required data.

<b>Performance Measure:</b>								
<b>Measure Type (check one):</b>	<input type="checkbox"/>	Cost	<input type="checkbox"/>	Accuracy	<input type="checkbox"/>	Speed	<input type="checkbox"/>	Equity
<b>Operational Definition:</b>	<b>Required Additional Data:</b>			<b>Who Will Collect?:</b>				
<b>Data Source &amp; Location:</b>	<b>How will the Data be Used?</b>			<b>Data Collection Time:</b>				
<b>Data Collection Method:</b>	<b>Sample Size:</b>			<b>Notes:</b>				

#### How to Use this Tool:

1. Once the Data Collection Plan for each measure has been developed, it should be distributed to all relevant team members and maintained in an easily accessible location.
2. The Data Collection Plan should clearly specify *what* is to be collected, *how* it should be collected, and *why* the data is being collected.
3. Once the Data Collection Plan has been developed, stick to it. Make sure that individuals who are collecting data follow the plan exactly every single time.
4. Make sure that data collection forms and tools are simple and easy to use. Reduce opportunities for human error.