

Measurement Plan TOOL

What? What is being measured? How is it related to other measures? What related data will be captured? Is it a process measure or an outcome measure? What type of data is being gathered (e.g., a process time, a defect count, etc.)?			How? How will the related data be captured? What data is produced by a computer and what is collected manually? If manually, which Data Collection Sheet is used?	When? When and how frequently will the data collection take place (e.g., day of week, time of day, frequency)?	Where? On which unit, area, department will the data be collected (e.g., medication room, unit 4F)?	Who? Who is responsible for <ul style="list-style-type: none"> capturing the raw data? aggregating/collecting the data sheets? updating the quality board?
Process or Outcome Measure?	Measure?	Type of Data				