

Date Created	4/2014
Revision	0

Measure Definition

<u>Background:</u> <ul style="list-style-type: none"> • What is the measure name? • Who is the measure owner? 	<ul style="list-style-type: none"> • Time • Karen Irons 	<ul style="list-style-type: none"> • Material • Karen Irons
<u>Alignment & Decision Making</u> <ul style="list-style-type: none"> • What Strategy or Tactic does this measure align with? • What Cause or Effect are you trying to address? • What decisions/actions are required if the measure's goal is not achieved? 	<ul style="list-style-type: none"> • System Stability, maximizing resources(goal 1) • Efficiency • CIS 	<ul style="list-style-type: none"> • System Stability, maximizing resources(goal 2) • Efficiency • CIS
<u>Type</u> <ul style="list-style-type: none"> • Perspective (Strategic, Tactical, Operating) • Focus (Results, Activities, Resources) • View (Internal, External facing) 	<ul style="list-style-type: none"> • Tactical, Operating • Increase programmatic capacity with existing resources • Internal 	<ul style="list-style-type: none"> • Tactical, Operating • Increase programmatic capacity with existing resources • Internal
<u>Definition</u> <ul style="list-style-type: none"> • Anchor • How is it defined? • What is the target? • Scope of Measure (e.g. which products/processes, geographies, population group): • Time the target is to be achieved: • Trend: • Expected accuracy of measure (+/- %): 	<ul style="list-style-type: none"> • Administration time • Time it takes to complete a food inspection minus the inspection itself • 33% reduction in administrative time • 5/30/14 • • 	<ul style="list-style-type: none"> • Paper waste • Amount of materials for each food inspections • 50% reduction in material used • 5/30/14
<u>Procedure</u> <ul style="list-style-type: none"> • Who collects the information? • When (frequency and timing)? • How collected? • How verified? 	<ul style="list-style-type: none"> • Karen Irons • Once a month • Time study • Review w/employee 	<ul style="list-style-type: none"> • Karen Irons • Once a week, report once a month • Inventory paper used •
<u>Analysis</u> <ul style="list-style-type: none"> • Who analyzes the data? • How (steps, statistical methods applied, statistics generated)? 	<ul style="list-style-type: none"> • Karla Burress/qQI, KI • Statistics generated 	<ul style="list-style-type: none"> • Karla Burress/QI, KI • Statistics generated
<u>Reporting</u> <ul style="list-style-type: none"> • Who? • When (timing) and frequency of report? • Visual representation (e.g. graph, number) (Insert sample graph) • How transmitted (e.g. posted where, email to who, where are results stored)? 	<ul style="list-style-type: none"> • Karen Irons • Once a month • Graph • Posted G drive, Kaizen 	<ul style="list-style-type: none"> • Karen Irons • Once a month • Graph • Posted G drive, Kaizen

Check Characteristics

- Interpretable
- Relevant
- Reliable and valid
- No negative consequences
- Treated responsibly
- Accepted by decision makers
- Low waste/cost