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| Date Created |  |
| Revision | 0 |

**Measure Definition**

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| **Background:*** What is the measure name?
* Who is the measure owner?
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| **Alignment & Decision Making*** 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?
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| **Type*** Perspective (Strategic, Tactical, Operating)
* Focus (Results, Activities, Resources)
* View (Internal, External facing)
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| **Definition*** 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 (+/- %):
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| **Procedure*** Who collects the information?
* When (frequency and timing)?
* How collected?
* How verified?
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| **Analysis*** Who analyzes the data?
* How (steps, statistical methods applied, statistics generated)?
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| **Reporting*** 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)?
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**Check Characteristics**

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