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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? |  |
| **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? |  |
| **Type**   * Perspective (Strategic, Tactical, Operating) * Focus (Results, Activities, Resources) * View (Internal, External facing) |  |
| **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 (+/- %): |  |
| **Procedure**   * Who collects the information? * When (frequency and timing)? * How collected? * How verified? |  |
| **Analysis**   * Who analyzes the data? * How (steps, statistical methods applied, statistics generated)? |  |
| **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)? |  |

**Check Characteristics**

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