

# Measurement Plan TOOL

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