Measurement Plan – Instruction

Why would I use this tool?

Data collection is crucial for effective, evidence-based improvement work. The Measurement Plan is a checklist for examining the data collection process in all its aspects: what, how, where, when and by whom. Engaging all team members through a clear, shared plan creates understanding of the outcomes you are trying to accomplish, making it easier to implement and monitor results.

Quality Improvement Steps

How do I use this tool?

1. Bring together the Improvement Team and your Improvement Facilitator. Ensure you have representation from the staff that will be accessing the data for the plan.
2. Complete the “What?” “How?” “When?” Where?” and “Who?” sections of the Measurement Plan tool.
3. Make sure to identify whether the measure is a process, outcome or balancing measure. Don’t forget to indicate the unit of measure for your data (minutes, hours, percentage, etc.).

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What do I need to use this tool?

Materials

- A computer with Microsoft Excel program installed.
- Projector
- Screen or cleared wall
- Your process map
- Problem/opportunity statement

Timing

- 30–40 minutes

Setup

- Familiarity with Microsoft Excel (for the person entering the data into the Measurement Plan tool).

What tips and tricks will be useful in facilitating this tool?

- The Measurement Plan should be created as soon as the team identifies its problem/opportunity statement and has mapped the process it wants to improve.
- Use lots of clarifying questions and try not to debate hunches—a great answer to "How much data do we need?" is "Just enough."
- Automate the collection process if possible.
- If your organization has a decision support department, it may be helpful to include them.
- Always explore existing data sources.
- Ensure that the measurement plan is directly linked to the aim statement in the charter.

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, outcome, or balancing 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 capturing the raw data, aggregating/ collecting the data sheets, updating the quality board?

Need this information in an accessible format?
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