

DESIGNING A DATA COLLECTION PLAN

What is the question you want answered?	What are the factors (variables) that contribute to answering that question?	How are you defining these variables?
QUESTION	1. VARIABLE	1. DEFINED
	2.	2.
	3.	3.
	4.	4.

Is there existing data that you can use?

Who is the best source of data to answer these questions?

What tools would be most effective in answering the question?

Are there limitations/restrictions that need to be considered in implementing this plan? (Time, Money, staff, research knowledge, trouble accessing information)	How will you address the limitations, either by solving them or changing approach so it is no longer a limitation?
1. LIMITATION	1. SOLUTION
2.	2.
3.	3.
4.	4.

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IMPLEMENT?

How will the data collection be implemented?

ANALYZE?

How will information be analyzed once it is collected?

SHARE?

How will information be used/shared with others?

INFORM GOALS?

How will information inform performance planning?

TIME LINE?

What is the time line for data collection?