

MEASUREMENT PLAN



Using the Measurement Plan template, the team will need to decide:

1.	When will the measurement sheets be trialed
2.	Start and end dates of the measurement collection period You should know how long you must measure to get the right number of samples
3.	Tools being used to collect the measure
4.	The dates of the measurement check point
5.	Where the measures are being collected. Identify area, unit, etc. that is participating
6.	Who will fill them in and what to do with the measurement tools when they are done being filled in. It is best to have staff fill in the measures as they work versus having someone watch and collect.

The facilitator needs to continually check the progress of the collection during the measurement period so that the project does not stall due to lack of baseline measures.