**Measurement for Improvement Checklist**

* What are we trying to achieve?
* What do we need to measure in order to show all stakeholders that we are achieving?
* How do we define what we want to measure so that it is clear to all stakeholders?
* How will we collect the data (or is it already available? *Click here* <http://info_web/WREN/index.aspx>

*to view existing information, or to make a request for an information report or to contact someone in the Information Department for advice)*

* What is the source of your data?
* How will we present the data?
* How often will we need / receive the data?
* Who will need to receive the data?
* Who will analyse the data?
* Who will report the results, when, how and to who?
* How often will we review the data to check if improvements have been made?
* When will you review the data to check if improvements have been sustained beyond project closure?
* When will we start collecting the baseline data?
* Is there any other measure you need / would like to monitor in case of unintended consequences of your improvement (knock on effects)? This is known as *balancing measures*

Expected Completion Date……………………. ……………………………………...

Who is responsible………………………………………………………………………