



Data Collection Plan Worksheet

1. What is your desired outcome?

What data do you have to support a need for a change?

2. Write it in SMART format? (to objectively measure if you achieve it)

- a. What data points would you need to collect to show you achieved your outcome
- b. How will you collect those data points

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**ime-frame

2. SMART outcome	2a.Data points	2b. How to collect it?

3. What evidence-based activities will you help you get to your outcome?

- a. Can you break those activities into specific steps

4. From the steps-what data could you capture to show you completed that step?

- a. How would you collect that data? For how long?

3. Evidence-base Activities	3a. Broken down	4. Data Points	4a. How to collect it?

Who will you share your findings? (what is your goal in sharing?)

How will you share your findings? (graphs, pictures)

When will you share your findings? (set an appointment, if needed)