



Data Collection Plan

Who	<ul style="list-style-type: none">▪ Who is responsible for the collection, display and analysis of the data?▪ If a series of data needs to be collected by different cadres, map the process of data collection from beginning to end
How Often	<ul style="list-style-type: none">▪ Specify data collection frequency - hourly, daily, weekly or monthly▪ Determine the collection cutoffs for the time frame selected.▪ Consider the project metric and what makes sense in the collection cycle. When must the data be submitted for each cycle?
What	<ul style="list-style-type: none">▪ Specify what is included or excluded▪ Determine the data source and sample size▪ Draw the data collection log showing what data will be captured
Where	Specify a location – e.g., a clinic, unit or department
How	Given the log, will data be collected at time of seeing the patient or actual event (real-time) or collected retrospectively through chart or record review?
Training	Who will be responsible for training the staff about the data collection? Specify how, when and where.
Sustainability – See Control Plan	<p>Early in the project, determine who will own the process and the metric at project completion.</p> <p>How will the metric be monitored when the project is complete? (See Control Plan)</p>