

Monitoring Plan Worksheet Quality Indicators

Topic:

Date initiated:

INDICATOR

Operational definition:

Numerator and denominator (if appropriate)

DATA COLLECTION

What data will be collected?

Is there a data collection tool?

How will the data be collected, e.g., observation, document review)?

When will data be collected?

How often will data be collected?

Who will collect the data?

What is the sample size?

Who collates the data?

How often?

ANALYZING AND REPORTING DATA

Who will analyze the data?

Who will take actions on the results?

Communicating results:

Who will receive the results?

What method will be used (this will vary depending on the individual or group), e.g. meeting, full report, or summary of results?

Who will communicate the findings?