

# Measuring Change Check List

A Data  
Collection  
Check List

Below is a 5-part guide for setting up your project measures and sharing results with staff.

**Define Your Measures** – Clear definitions of your measures should:

- Clarify project objectives.
- Be agreed upon by stakeholders.
- This ensures the results are interpretable and accepted within the organization.

**Collect Baseline Data** – Never start a change project without it. Questions to ask are:

- Was the data defined to ensure we collect exactly the information needed?
- How accurate is the data?
- Does the process ensure the measures will be collected consistently?

**Establish A Clear Goal/Aim** – A goal should:

- Be realistic yet ambitious.
- Be linked to project objectives.
- Avoid confusion.

**Consistently Collect Data** – As a team decide:

- Who will collect the data?
- How will they collect it?
- Where will the data be stored?

**Chart Your Progress** – Share pre-change (baseline) and post-change data with:

- Change Team
- Executive Sponsor
- Others in the organization

