

Measurement Plan Development Guide

A measurement plan is how you will put your logic model to use to get the data you need to understand whether or not you are reaching your outcomes. A measurement plan will help compile information on evaluation data collection into one centralized document. This enables an organization to quickly and consistently understand what data are being collected and how data are being collected. A comprehensive plan will answer these questions:

- **Who** is responsible for data collection, analysis, and reporting?
- **What** tools, measures, and outcomes of interest will be included? (See Data Collection Methods and Screening and Measures tools)
- **When** are data collected?

Process Outputs Example

Output <i>(Defined output from logic model)</i>	Tool <i>(Survey, tracking system, or other documentation used to assess output)</i>	Data Collection Interval <i>(When and how often the data will be recorded or collected)</i>	Responsible Party <i>(Who is responsible for ensuring data are collected)</i>
# of participants that attend the program	Attendance Sheet	Start of each Program session	Lead instructor-John Doe

Outcomes Example

Outcome <i>(Defined outcome from logic model)</i>	Tool <i>(Survey, tracking system, or other documentation used to assess output)</i>	Data Collection Interval <i>(When and how often the data will be recorded or collected)</i>	Responsible Party <i>(Who is responsible for ensuring data are collected)</i>
Short-Term			
Increased life-skills	Pre/Post survey	Pre =start of first session, Post= end of last session	Lead Instructor John Doe
Intermediate			
Decrease in Truancy	Truancy/Attendance rate -Local school or Dept. of Education	Annual	Lead Evaluator/Program manager- Jane Doe
Long-Term			
Decrease in Recidivism	Recidivism rate- Local school, police or Division of Criminal Justice	Annual	Lead Evaluator/Program manager- Jane Doe