

Data Collection Plan Template

Instructions:

Use this worksheet to define what data you need, why you need it, how it will be collected, and who is responsible. This plan helps ensure consistency and reliability in your measurement system.

Data Element: What you're measuring (e.g., cycle time, defects, wait time).

Why Is This Data Needed?: How it supports your process improvement goals.

Type of Data: Quantitative (numbers) or Qualitative (opinions, categories).

Measurement Method: How the data will be captured (manual, system-based, etc.).

Data Source: Where the data comes from.

Frequency: How often the data is collected (daily, weekly, per shift).

Who Collects It?: The person or role responsible.

Notes: Define exactly what is being measured to ensure consistency.

[illegible]

