

MEASUREMENT PLAN – WORKED EXAMPLE

Programme:	Team Meetings
Aim:	Improve team meeting attendance to 80% within next 6 months and reduce unauthorised non-attendance to below 5%

	Measure Title	Type (Outcome / Process / Balancing)	Why (The justification for collecting this measure)	Operational Definition (How it will be calculated)	Data Source	Frequency/When	Who by
1	Number of Staff attending each week	Outcome	To assess if the aim is being met	Attendance register to be kept	New measure to be logged in excel spreadsheet attendance 2019.xls	Each meeting	Admin Support



2	Number of staff following correct apologies procedure	Process	To asses if attendance procedure is being followed	Log of who has not attended to be kept along with a tick if the procedure has been followed and attendance approved	New measure to be logged in excel spreadsheet attendance 2019.xls	Each meeting	Admin Support
3	Staff satisfaction	Balancing	To assess the usefulness of the meetings	Take an anonymous survey after each meeting asking how useful was this meeting Log percentage results	New survey to be created in survey monkey & logged in excel spreadsheet attendance 2019.xls	Each meeting	Admin Support
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