

Measuring Impact: Data Collection Guide

Use this guide to help you identify a plan for data collection
as you work towards achieving your SMART goal.



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What is Data Collection?

Every football, basketball, and baseball team keeps careful track of their players stats at all times so that they can design the most effective game plans and win games! Now that you've created your own SMART goal, it will be important to collect data to determine if you are achieving it.

Data collection is the process of preparing and collecting data that is relevant and detailed. To start thinking about data, find a partner and ask each other the **three** questions below.

1. What are some personal traits you would like to see yourself build in the next 4–5 years?
2. What are your hobbies or special interests?
3. In your life, what experiences have been the most important to you?



Discussion: Discuss in the group what you think are some of the findings (or data) based on your partner's answers. What do the answers tell you about your partner's personality? What conclusions can you draw?

Guess what? You just collected and analyzed data. See how easy that was?

Now let's talk about how to collect data for your SMART Goal.





How to Collect & Report Data

In order to track progress toward achieving your SMART Goal, you will need to collect and report data.

<u>Step</u>	<u>Instructions</u>	<u>Example</u>
1. Determining Required Data	Based on your SMART Goal's metric, determine what data is needed to measure and track your SMART Goal's progress. Be specific! Think about what numbers and values you'll need to not just what type of data you'll need.	For my SMART Goal "To Decrease freshman absences at our school at our school from 18% to 15% by the end of the school year", I need daily freshman attendance data
2. Identifying Data Sources	Try to determine the best sources of data for your SMART Goal metric. Perhaps your school district already collects data that may be applicable to your goal. Are there existing reports you can leverage, or will you need to create your own?	Teachers record attendance during each class and enter that data into a school database. This would be the best source of freshman attendance data.
3. Collecting Data	Determine how you plan to collect data from data sources. Will you be capturing the data in your notebook and then entering it into Microsoft Excel? Will you be collecting the data from a school survey and entering into Google Sheets? Determine what works best for you and your school.	My school advisor has access to the school database and with principal approval can provide us with freshman attendance data monthly. We'll then save that data in an excel worksheet.
4. Reporting Data	Now that you have a strategy for collecting data, it's time to determine how you will use your data to track progress towards achieving your SMART Goal. You should track it against your SMART Goal at least once a month!	We will review the data collected in our excel worksheet at least once a month, so that we can report on progress towards achieving our SMART Goal.

Data Collection Guide

Ready to start collecting and reporting data? Once you have a strong SMART Goal, follow the steps and activities bellow to create a data collection approach.

Steps	Key Activities	Output
 1 Determining Required Data	<ul style="list-style-type: none">• Create an equation to calculate the metric for your SMART Goal• Determine what data is needed for your metric's equation	<ul style="list-style-type: none">• Required Data List
 2 Identifying Data Sources	<ul style="list-style-type: none">• Research existing school data sources• Create list of relevant data sources	<ul style="list-style-type: none">• Data Source List
 3 Collecting Data	<ul style="list-style-type: none">• Create template for collecting data• Define the process for collecting data	<ul style="list-style-type: none">• Data Collection Template and Process
 4 Reporting Data	<ul style="list-style-type: none">• Define the process for reporting data to your School	<ul style="list-style-type: none">• Data reporting process

What is Data Quality?

Good quality data is both **complete** and **accurate** – think of the difference between a blurry picture and a clear picture; a complete picture and a poorly cropped picture.



Like when viewing blurry picture, **inaccurate data** makes it difficult to understand information when viewing a report.



Like when viewing poorly cropped picture, **incomplete data** provides only a partial truth when viewing a report.

How to Increase Data Quality

Be Consistent!
Enter data the same way every time. For example, always enter days of the month using the same format.



Double Check!
Validate your data to make sure you entered everything in completely and accurately.



Schedule It!
Set aside a time every week to record data to help ensure your reports stay up to date.



Save It!
Keep data in a secure location where it won't be accidentally deleted or lost.

