

**COLLECTING USEFUL
INFORMATION
WORKBOOK**

DATA REQUIREMENTS

Use this template to describe the data you have collected and the data you still need to collect.

| PERFORMANCE INDICATOR | DATA ALREADY COLLECTED | NEW DATA REQUIRED | IMPORTANCE (Low, Medium, High) | DATA COLLECTION (Easy, Feasible, Difficult) |
|-----------------------|------------------------|-------------------|--------------------------------|---|
| | | | | |
| | | | | |
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| | | | | |

METHODS CHECKLIST

Use this template to detail your performance indicators.

| PERFORMANCE INDICATOR | PROPOSED METHOD | APPROP-RIATE? | ROBUST? | FEASIBLE? | CREDIBLE? |
|-----------------------|-----------------|---------------|---------|-----------|-----------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

DATA COLLECTION PLAN

Use this template to outline the data you need to collect.

| INDICATOR | DATA NEEDED | METHOD | WHO | WHEN |
|-----------------------|-------------|--------|-----|------|
| PERFORMANCE MEASURE 1 | | | | |
| PERFORMANCE MEASURE 2 | | | | |
| PERFORMANCE MEASURE 3 | | | | |