**Data Collection & Analysis Planning Worksheet**

**Data Collection**

What are some potential sources of data for this outcome?

Which one data source will work best the next time your program collects outcome data?

When will you start and conclude to collect the data?

Who will collect the data?

What resources (time, materials, funds, expertise) will be necessary for collecting the data?

Will training on data collection procedures be necessary?

How will you store the data?

**Data Analysis**

How will you “score” the data (determine whether each student met the outcome)?

How will you tabulate the results (determine the percentage of students who met the outcome)?