

## Data Collection Checklist

*Use one sheet for each component*

*A good first step in working with data is to ascertain a few facts about what was gathered and how it was gathered. Answering the questions below, prior to an in depth analysis, prepares the SI Team to work confidently with the data.*

| Question   | Yes | No | Comment | Action |
|--|-----|----|---------|--------|
| <b>Was all the data gathered?</b>  |     |    |         |        |
| <b>If not, why not?</b>  |     |    |         |        |
| <b>Was the data gathered using planned process?</b>                                  |     |    |         |        |
| <b>If not, what were the changes?</b><br><br><b>How will changes impact results?</b> |     |    |         |        |
| <b>Will more data need to be gathered prior to analysis?</b>                         |     |    |         |        |