Instrument Mapping Checklist

The following items are meant to offer food for thought as you revisit your current data collection systems, methods, and tools to identify areas needing upgrading.

 What is the desired outcome we want to measure?

 Does it flow logically from our theory of change?

 What data collection method are we using?

* How and why was it chosen?
* Is it appropriate for the outcome we are trying to measure? Our situation?
* Have we been getting the data we need?
* What have been our challenges? Possible solutions?
* Ideas for other methods to try?

 What instrument(s) are we using to collect the data?

* Is our instrument valid?
* Is our instrument reliable?

 If we are aggregating data from several tools used by different sites, do we have common definitions of targeted change and a tool to help summarize the findings?

 Looking at each question on the instrument:

* Are there questions that help us measure the desired outcome?
* Does each question only ask one thing? No compound questions asking about x and y?
* What kind of data will we get?
	+ Subjective? Objective?
	+ Quantitative? Qualitative?
* What is our target? How much change is “enough” to count it as a success?
* If it doesn’t measure the outcome, do we really need to ask it?
	+ How will we use the answer?
	+ Nice to know but won’t use it? Internal use?
* What type of questions did we ask?
	+ Open-ended
	+ Closed-ended (Likert scale, Rating scale, or Fixed choice>
* How will we analyze each question?
	+ Time consuming (e.g., content analysis of open-ended questions) or less time consuming (e.g., tallying responses of closed-ended questions)