

Data Worksheet 1

DATA SET UP SHEET

Think about a specific piece of data. Read the appropriate section of the methodology. Answer any questions posed on the worksheet. Make a note of any actions/issues which you need to resolve.

<p>Stage 1.1 Why are you collecting this data?</p>	
<p>Stages 1.2-1.4 Is your data customer, employee or process performance data? Have you missed any of the three that you need to collect?</p>	
<p>Stage 1.5 Do you have any error data or lower level data which you can dig into to help with further analysis? If so, what? Consider doing a separate worksheet for this data.</p>	

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<p>Stage 1.6 Is your data variable, attribute or qualitative?</p>	
<p>Stage 1.7 Who is the customer for this data? What are they supposed to do with it? Does the data <i>really</i> enable them to do that?</p>	
<p>Stage 1.8 Is there anywhere else that you could get this data from? Why don't you?</p>	
<p>Stage 1.9 Read the deadly sins. Are you committing any?</p>	