

## Data Worksheet 2

### DATA COLLECTION

Read the appropriate section of the methodology. Answer any questions posed on the worksheet. Make a note of any actions/issues that you need to resolve.

<p><b>Stage 2.1</b> What are the units or scales of measurement for this data? Does everyone involved understand this? Are there any possible calibration issues?</p>	
<p><b>Stage 2.2</b> Is the data collected by sample? What is the sampling plan? Does everyone understand it and stick to it?</p>	
<p><b>Stage 2.3</b> When is the data collected? Over how long a period? How often should data be collected? Starting when? Finishing when? Are there any deadlines for return of responses? Does everyone else know this?</p>	
<p><b>Stage 2.4</b> What data collection tool do you use? Is it appropriate? Does everyone know how to use it? Does everyone use the same tool?</p>	

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<p><b>Stage 2.5</b> Who collects this data? Do they know how to do it? Do they know why you want it? What problems do they encounter? Do they apply any interpretation to the data before you get it? Is there a data gathering procedure for everyone to refer to?</p>	
<p><b>Stage 2.6</b> Where is the data collected? Do the different places do it in the same way?</p>	
<p><b>Stage 2.7</b> Who collates and processes the data? Are they the best person to do it? What tools do they use? What problems do they encounter? Is it being done efficiently?</p>	
<p><b>Stage 2.8</b> Has there ever been a review of this data gathering process? Have you reviewed the data collection, the collation and the processing with those involved? Have you reviewed the usefulness of the data generated?</p>	
<p><b>Stage 2.12</b> Read the deadly sins. Are you committing any?</p>	