

Data Collection Worksheet

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What would be the change or result we would see? <i>(Outcomes)</i>	How can we measure success? <i>(Indicators)</i>	Who has the information? <i>(Data source)</i>	How will the information be collected? <i>(Data collection method)</i>	How often/when should the information be collected? <i>(Frequency)</i>	Who is responsible for collecting the information? <i>(Responsibility)</i>	Who will be collecting the information? <i>(Data collector)</i>	What \$, material & human resources are needed? <i>(Resources)</i>

Data Collection Worksheet Example

What would be the change or result we would see? <i>(Outcomes)</i>	How can we measure success? <i>(Indicators)</i>	Who has the information? <i>(Data source)</i>	How will the information be collected? <i>(Data collection method)</i>	How often/when should the information be collected? <i>(Frequency)</i>	Who is responsible for collecting the information? <i>(Responsibility)</i>	Who will be collecting the information? <i>(Data collector)</i>	What \$, material & human resources are needed? <i>(Resources)</i>
Increased knowledge and awareness of community assets	Number of community meetings	RRT	Review of meeting notes, minutes, and reports	After each meeting (4 times/year)	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	Community members are more knowledgeable of community assets	Community residents	Focus groups Interviews	Once a year	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	New and outstanding information is gathered for community profiles	Municipal organizations, service providers, etc.	Depends on information required	Once a year	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
Create a stronger Regional Round Table	Number of meetings held	RRT AG	Count number of meetings Existence of meeting notes, minutes, reports	After each meeting	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	Attendance at meetings	RRT AG	Count attendance Existence of meeting notes, minutes, reports	After each meeting	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	Effectiveness of meeting	RRT AG	Meeting evaluation forms	After each meeting	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space

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Stronger relationships with government stakeholders	Number of new partnerships established	RRT AG	Count number of new partnerships	Once a year	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	Number of government stakeholders attending meetings	RRT AG	Count attendance Existence of meeting notes, minutes, reports	After each meeting	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space
	Effectiveness of partnership	RRT AG Other stakeholders	Focus groups, interviews, brief survey	Once a year	RRT Academic partner RDI	Academic partner	Time –stakeholders, researchers, staff Computer Telephone Office-space