

Process measurement planning checklist

Define one process measure before collecting or comparing records. Use fictional or authorised information. Record exceptions and limits.

Define the measurement

Process question and observation period

Measure unit and responsible collector

Mark C for complete, W for work needed or N for not applicable.

Status	Check
	Decision question and process boundary stated
	One item and unit of measurement defined
	Start and stop events confirmed
	Working time or elapsed time specified
	Source and permission confirmed
	Collection period and method recorded
	Incomplete and duplicate cases addressed
	Definition tried on sample records
	Limitations and changed conditions recorded
	Reviewer and next action agreed

Record questions and actions

Unresolved definition or missing information

Exception treatment and review decision

Next action owner due date and review

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