



Metric Reference Sheet Template

An Additional Help for ADS Chapter 597

New Edition Date: 06/09/2014
Responsible Office: M/MPBP
File Name: 597sae_060914

Metric Reference Sheet Template

Metric Reference Sheet Template			
Operations Objective:			
Intermediate Result:			
Metric:			
DESCRIPTION			
Precise Definition(s):			
Unit of Measure:			
Disaggregated by:			
Justification & Management Utility:			
PLAN FOR DATA ACQUISITION BY USAID			
Data Collection Method:			
Data Source(s):			
Individual(s) responsible for data collection:			
Location of data/ storage of data at USAID:			
Frequency of Data Acquisition:			
DATA QUALITY ISSUES			
Possible Data Limitations and Significance (if any):			
OTHER NOTES			
Notes on Baselines/Targets:			
Target Setting Methodology:			
Other Notes:			
PERFORMANCE METRIC VALUES			
Year	Target	Actual	Notes
baseline			
THIS SHEET LAST UPDATED ON:			

Metric Reference Sheet Instructions

Operations Objective: State title of operations objective.

Intermediate Result: State title of intermediate result.

Metric: State title of metric.

DESCRIPTION

Precise Definition(s): Fully define the metric. Elaborate any word or reference in the metric that may be unclear to a third party unfamiliar with the operating unit. Provide enough specificity to enable future generations of staff and implementing partners to understand what is included and not included in the definition. Objectively define any markers of progress such as *initiated, adopted, implemented, or completed*. Clearly define broad terms. When the metric includes a rate or percentage, be sure to clearly define the population of the numerator and of the denominator.

Unit of Measure: Enter the unit of measurement, for example, percentage or number. Clarify the minimum or maximum values, if needed (for example, minimum score is 1.0 and maximum score is 5.0). Clarify whether the number is cumulative or specific to the year (best practice is to capture data year by year and to report the trend in the data analysis).

Disaggregated by: List any planned ways of disaggregating the data (for example, by location, sex, employment category, etc.) and explain why the added value of analyzing the data by these categories justifies the extra cost of disaggregating the data.

Justification & Management Utility: Briefly describe *why* this metric was selected and *how* it will be useful for management decisions.

PLAN FOR DATA ACQUISITION

Data Collection Method: Describe the *tools* and *methods* for collecting the raw data. Examples are: document review, structured interviews, focus group interviews, written survey, direct observation, self-reported information, etc.

Data Source(s): Enter the primary source of the data.

Individual(s) responsible for data collection: Identify the title of the officer who is directly responsible for acquiring, compiling, and analyzing the data.

Location of data/ storage of data: Identify where the data will be maintained in the operating unit (that is, specific file cabinet, or specific folder on shared drive).

Frequency of Data Acquisition: Enter how often and when the data will be collected. (that is, if data is collected quarterly, then the report is due on the 15th of the month following the end of the quarter).

DATA QUALITY ISSUES

Possible Data Limitations and Significance (if any): Explain any lack of confidence in, and possible problems with, the data and why that is important. For example, the data is incomplete because the tracking system is new and not every employee has been entering data on a regular basis.

OTHER NOTES

Notes on Baselines/Targets: Explain how the baseline was established and what data elements went into establishing it. If there is no baseline, explain why, how and when it will be established.

Target Setting Methodology: Explain how the target is set. Be very specific about the methodology and process applied to set the targets.

Other Notes: Explain anything else that is relevant.

PERFORMANCE INDICATOR VALUES

Year	Target 2013	Actual 2013	Target 2014	Actual 2014	Target 2015	Actual 2015	Notes
2012 (baseline)							
2013							
2014							
2015							
THIS SHEET LAST UPDATED ON:							