Data Collection Plan

# Instructions

Answer the questions below to ensure you have a reliable plan for what data you’ll collect and how it will be collected.

Remember that all Lean projects must include data on at least one of the following metrics:

1. Annual hours repurposed
2. Cumulative lead time reduced
3. Annual cost saved
4. Annual cost avoided
5. Process steps eliminated
6. Stakeholder satisfaction improved

# Questions

**What are you trying to accomplish in this project?**

**What Lean metric will you use to show you’ve made an improvement?**

**How do you intend to collect this data?**

**How long will you be collecting data?**

**Who will collect the data?**

**Will any training or pilot runs of your data collection plan be needed?**