# Measurement plan

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| **Measure name** | KPI01 –  |
| **Measure type** – *process, outcome, balancing* |  |
| **Measure description** – *e.g. number of staff trained each month or % of … (specify numerator and denominator)* |  |
| **Measurement plan** – *i.e. how you will measure, e.g. on a sample basis or every course, who will measure and report in data?* |  |
| **When** — *from/ to and when achieved by* |  |
| **Reporting frequency** — *daily, monthly, quarterly* |  |
| **Numerical goal** — *e.g. target 15 people trained each month* |  |

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| **Measure name** | KPI02 — |
| **Measure type** – *process, outcome, balancing* |  |
| **Measure description** – *e.g. number of staff trained each month or % of … (specify numerator and denominator)* |  |
| **Measurement plan** – *i.e. how you will measure, e.g. on a sample basis or every course, who will measure and report in data?* |  |
| **When** — *from/ to and when achieved by* |  |
| **Reporting frequency** — *daily, monthly, quarterly* |  |
| **Numerical goal** — *e.g. target 15 people trained each month* |  |

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| **Measure name** | KPI03 —  |
| **Measure type** – *process, outcome, balancing* |  |
| **Measure description** – *e.g. number of staff trained each month or % of … (specify numerator and denominator)* |  |
| **Measurement plan** – *i.e. how you will measure, e.g. on a sample basis or every course, who will measure and report in data?* |  |
| **When** — *from/ to and when achieved by* |  |
| **Reporting frequency** — *daily, monthly, quarterly* |  |
| **Numerical goal** — *e.g. target 15 people trained each month* |  |

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| **Measure name** | KPI04 –  |
| **Measure type** – *process, outcome, balancing* |  |
| **Measure description** – *e.g. number of staff trained each month or % of … (specify numerator and denominator)* |  |
| **Measurement plan** – *i.e. how you will measure, e.g. on a sample basis or every course, who will measure and report in data?* |  |
| **When** — *from/ to and when achieved by* |  |
| **Reporting frequency** — *daily, monthly, quarterly* |  |
| **Numerical goal** — *e.g. target 15 people trained each month* |  |