Data Collection Plan (Sample)

Program:

Inquiry Question	Information Needed to Answer Inquiry Question	Measurement Indicator	Data Sources	Data Collection Methods	Data Collectors	Timing
EXAMPLE: Have our recruitment efforts been effective at increasing the active participation of mentors in our XXX program?	• *List of recruitment activities directed at the professional women in the community;* • *Number of professional women who actively participated in the program as mentors* • *Change in awareness and opinion of professional women about addressing*	• *# of professional women serving as mentors;* • *% increase in number of women attending the sessions* • *% increase in women (mentors) awareness and opinion about the needs and issues facing AA college freshmen.*	• *Attendance Records* • *Information from the local Chamber of Commerce or other business associations*	• *Track participation of mentors at mentoring activities (# in attendance /attendance rate)* • *Conduct a Survey (pre- and post-test) of mentors awareness and involvement*	• *Program Facet Chair* • *Partners and/or collaborators*	• *Prior to recruitment efforts have been launched* • *At the conclusion of the activities/programming year.*

Source: CLIP Inquiry Plan Template.

Program:

	needs and issues of AA freshmen women on XXX college campus.					

Describe how you will analyze (make meaning from) collected data:
Think about your findings and what, who and when will you present your data.

Describe any assistance you will need to carry out your data collection plan:
Consider the type of assistance you may need, which partners will need to be involved,   and any type of permissions you may need to get, etc.

Data Collection Plan (Sample)

Program:

Inquiry Question	Information Needed to Answer Inquiry Question	Measurement Indicator	Data Sources	Data Collection Methods	Data Collectors	Timing and Location of Data Collection

Source: CLIP Inquiry Plan Template.