

Instrument Mapping Checklist

The following items are meant to offer food for thought as you revisit your current data collection systems, methods, and tools to identify areas needing upgrading.

- What is the desired outcome we want to measure?

- Does it flow logically from our theory of change?

- What data collection method are we using?
 - How and why was it chosen?
 - Is it appropriate for the outcome we are trying to measure? Our situation?
 - Have we been getting the data we need?
 - What have been our challenges? Possible solutions?
 - Ideas for other methods to try?

- What instrument(s) are we using to collect the data?
 - Is our instrument valid?
 - Is our instrument reliable?

- If we are aggregating data from several tools used by different sites, do we have common definitions of targeted change and a tool to help summarize the findings?

- Looking at each question on the instrument:
 - Are there questions that help us measure the desired outcome?
 - Does each question only ask one thing? No compound questions asking about x and y?
 - What kind of data will we get?
 - Subjective? Objective?
 - Quantitative? Qualitative?
 - What is our target? How much change is “enough” to count it as a success?
 - If it doesn’t measure the outcome, do we really need to ask it?
 - How will we use the answer?
 - Nice to know but won’t use it? Internal use?
 - What type of questions did we ask?
 - Open-ended
 - Closed-ended (Likert scale, Rating scale, or Fixed choice)
 - How will we analyze each question?
 - Time consuming (e.g., content analysis of open-ended questions) or less time consuming (e.g., tallying responses of closed-ended questions)