



1 Data Collection Plan Template

As described in Section 7.1.1 of the Training Effectiveness Toolkit the purpose of this template is to assist training leads in documenting data collected about courses. The following descriptions provide an overview of what types of information should be included in the template.

Figure 1 – Data Collection Plan

Training Effectiveness Toolkit Data Collection Plan: Overview & Instructions	
<i>Objectives and Performance Measures</i>	
<i>Sources of Data</i>	
<i>Data Collection Method</i>	
<i>Data Repository</i>	
<i>Data Collection Personnel</i>	
<i>Data First Collected</i>	
<i>Duration Between Data Collections</i>	
<i>Data First Analyzed</i>	
<i>Duration Between Data Analysis</i>	
<i>Data First Reported</i>	
<i>Duration Between Data Reports</i>	

Training Effectiveness Toolkit Data Collection Plan											
Objective	Performance Measure (Brief Title or Description)	Source of Data (if data already exists in the necessary format)	Data Collection Method (if data must be collected)	Data Repository (where data will reside once collected)	Data Collection Personnel	Data First Collected	Duration Between Data Collections	Data First Analyzed	Duration Between Data Analysis	Data First Reported	Duration Between Data Reports
A.											
B.											
C.											
D.											
E.											