



Experience Authentic Transformation

QUICK GUIDE



KEY PERFORMANCE INDICATOR

STRATEGIC GOAL

Name the strategic objective (from the strategy map), which is being assessed with this indicator.

KPI 1

KPI 2

AUDIENCE / ACCESS

Name the key audience for this indicator and clarify who will have access rights to it.

KPI 1

KPI 2

KEY PERFORMANCE QUESTION(S)

Name the performance question(s) this indicator is helping to answer.

KPI 1

KPI 2

HOW WILL AND WON'T THIS INDICATOR BE USED?

Describe how the insights this indicator generates will be used and outline how this indicator will not be used.

KPI 1

KPI 2

INDICATOR NAME

Pick a short and clear indicator name

KPI 1

KPI 2

DATA COLLECTION METHOD

Describe how the data will be collected.

KPI 1

KPI 2

ASSESSMENT / FORMULA / SCALE

Describe how performance levels will be determined. This can be qualitative, in which case the assessment criteria need to be identified, or it can be numerical or using a scale, in which case the formula or scales with categories need to be identified.

KPI 1

KPI 2

TARGETS AND PERFORMANCE THRESHOLDS

Identification of targets, benchmarks, and thresholds for traffic lighting

KPI 1

KPI 2

SOURCE OF DATA

Describe where the data will come from.

KPI 1

KPI 2

DATA COLLECTION FREQUENCY

Describe how frequently is this indicator will be collected. If possible, include a forward schedule.

KPI 1

KPI 2

REPORTING FREQUENCY

Outline how frequently this indicator will be reported to the different audiences (if applicable).

KPI 1

KPI 2

DATA ENTRY

Name the person or role responsible for collecting and updating the data?

KPI 1

KPI 2

EXPIRY / REVISION DATE

Identify the date until when this indicator will be valid to or when it will have to be revised.

KPI 1

KPI 2

VALIDATE YOUR KPI

HOW MUCH WILL IT COST?:

Estimate the costs incurred by introducing and maintaining this indicator.

KPI 1

KPI 2

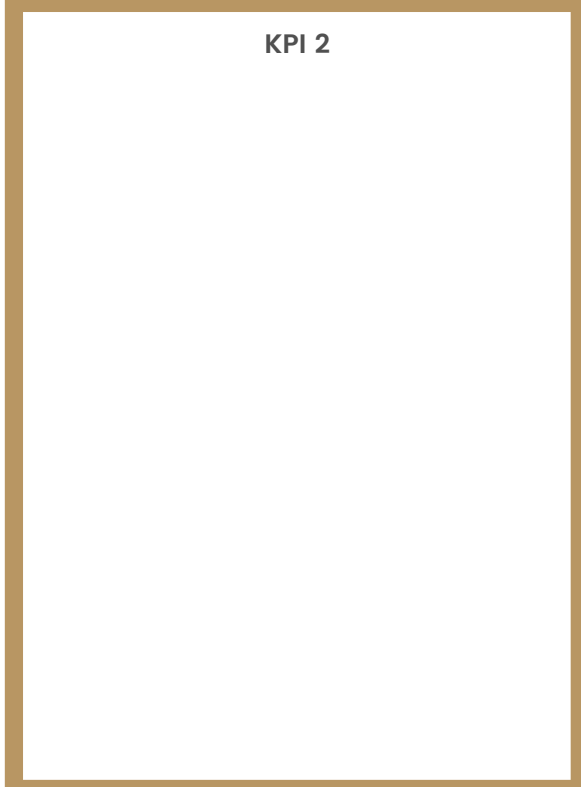
HOW COMPLETE IS THIS INDICATOR?:

Briefly assess how well this indicator is helping to answer the associated key performance question and identify possible limitations

KPI 1



KPI 2



POSSIBLE UNINTENDED CONSEQUENCES

Briefly describe how this indicator could influence the wrong behaviors or how people could cheat on this KPI. Briefly

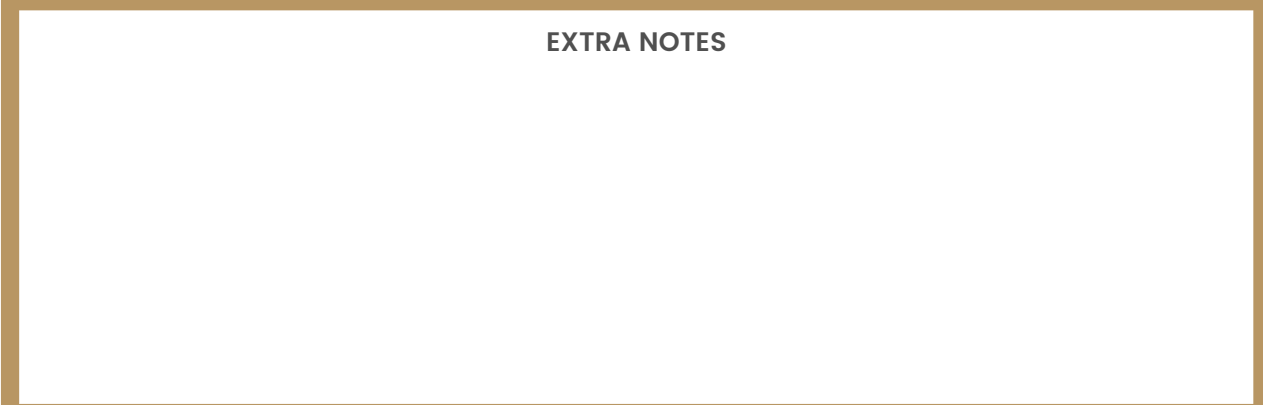
KPI 1



KPI 2



EXTRA NOTES



FIN