# Data Collection Plan

## Description of the data collection

**What will be done with the data once it has been collected?**

<table>
<thead>
<tr>
<th>Identify how well the process is meeting customer needs</th>
<th>Analyze a problem, or identify the causes of variation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtain exploratory view of the process</td>
<td>Test a hypothesis about the process output</td>
</tr>
<tr>
<td>Evaluate the measurement system</td>
<td>Test a hypothesis about the effects of one or more inputs</td>
</tr>
<tr>
<td>Check the stability of the process (is it in control?)</td>
<td>Control a process input or monitor a process output</td>
</tr>
<tr>
<td>Conduct a capability study</td>
<td>Other reason…</td>
</tr>
</tbody>
</table>

## Key Variables

- **Variable title**
- **Input (X) or output (Y) variable?**
- **Unit of measurement**
- **Data type**
- **Collection method**
- **If manual**
- **Gauge/instrument**
- **Location**
- **Gauge calibrated?**
- **Measurement system checked?**
- **Precision (R&R) adequate?**
- **Accuracy adequate?**
- **Historical data exist?**
- **Source of historical data**
- **Historical data representative/reliable?**
- **Mean**
- **Upper specification limit**
- **Lower specification limit**
- **Standard deviation**
- **Target**
- **Minimum sample size (MSS)**
- **Sampling frequency**
- **Sub-grouping needed?**
- **Sub-group size**
- **Stratification needed? (time, shift)**
- **Data collector**
- **Operational definition exist?**
- **Data collector trained?**
- **Resources available for data collector?**
- **Start date**
- **Due date**
- **Duration (in days)**

## Additional Comments

- e.g. resolution needed, sampling method, R&R results, storing of data, handling outliers, using filters, etc.