

Data Collection Plan

Project number:

Project title:

Project leader:

Date:

Description of the data collection	
What will be done with the data once it has been collected?	
	Identify how well the process is meeting customer needs
	Analyze a problem , or identify the causes of variation
	Obtain exploratory view of the process
	Test a hypothesis about the process output
	Evaluate the measurement system
	Test a hypothesis about the effects of one or more inputs
	Check the stability of the process (is it in control?)
	Control a process input or monitor a process output
	Conduct a capability study
	Other reason...

Key Variables - A summary of the chosen input variables (Y's) and/or output variables (X's)							
		1	2	3	4	5	6
What?	Variable title						
	Input (X) or output (Y) variable?						
	Unit of measurement						
	Data type						
	Collection method						
MSA	If manual						
	Gauge/instrument						
	Location						
	Gauge calibrated?						
	Measurement system checked?						
Historical data	Precision (R&R) adequate?						
	Accuracy adequate?						
	Historical data exist?						
	Source of historical data						
	Historical data representative/reliable?						
	Mean						
	Upper specification limit						
Sampling	Lower specification limit						
	Standard deviation						
	Target						
	Minimum sample size (MSS)						
	Sampling frequency						
Who?	Sub-grouping needed?						
	Sub-group size						
	Stratification needed? (time, shift)						
	Data collector						
When?	Operational definition exist?						
	Data collector trained?						
	Resources available for data collector?						
When?	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.	