For the data collected by each department to be considered reportable, it should:

1. **Align with the plan impact metrics/milestones**
   a. **There must be a direct tie to an action/milestone:** The data must map to at least one official metric/milestone in the Implementation Table (e.g., *# trees planted, % of bus stops shaded, # of shade structures installed*)
   b. **It must be time-bounded:** Must fall within the reporting cycle (July 1 — June 30)
2. **Be complete**
   a. **It must include numerator + denominator: where percentages are needed, we need:**
      i. the raw count of things achieved (e.g., bus stops shaded, playgrounds shaded, trees planted) and
      ii. the total possible that those things can be measured against (e.g., total # of bus stops, total # of playgrounds, total # of trees in inventory)
   b. **Ideally, include geographic scope for shade structures:** if the data can be reported citywide *and* disaggregated by Village and Council District (preferred), or in a form that can be broken down like lat/long (preferred, but address is okay otherwise some way to report location)
3. **Be consistent**
   a. **Shared definitions of terms:** all departments should mean the same thing when they use terms, so having a term dictionary would be helpful.
   b. **Consistent units of measure, i.e.:**
      i. Counts (#) for trees, shade structures, trainings
      ii. Percentages (%) for coverage or compliance
      iii. $ for investments (public shade fund, maintenance costs)
   c. **Needs to be clarity about what belongs to each department vs shared actions:**
      i. For example, Parks vs. Streets both remove and plant trees. Consistency means labeling data as Parks removals vs. Streets removals, so citywide totals aren't double-counted.
4. **Be verifiable**
   a. **Source of the data should be traceable:** like an audit trail where departments note:
      i. where each metric came from (i.e., bus shelter installation logs, vendor planting contracts, PLAI system, training roster, GIS export, etc),
      ii. the name of the person reporting the metric, and
      iii. a contact person from the department who can explain the metric if needed. These last two are probably the same person.
5. **Be usable**

a. **Format-friendly:** data should come in structured, digital formats (Excel, CSV, GIS export). Narrative context is welcome, but should supplement, not substitute, the structured data.
b. **Comparable year-to-year:** departments should report in the same table structure each year to reduce interpretation errors and speed up aggregation across departments
c. **Granular for multiple audiences:** provide citywide totals and subtotals (by Council District, Planning Village, or neighborhood, if possible/available)
d. **Compatible with master metrics:** meaning, data should fit directly into the Shade Plan Implementation Table in the plan.
    i. If a department reports something extra (like shrubs planted), that can be logged, but it shouldn't replace the required metric (trees planted).