

KPI Design Template

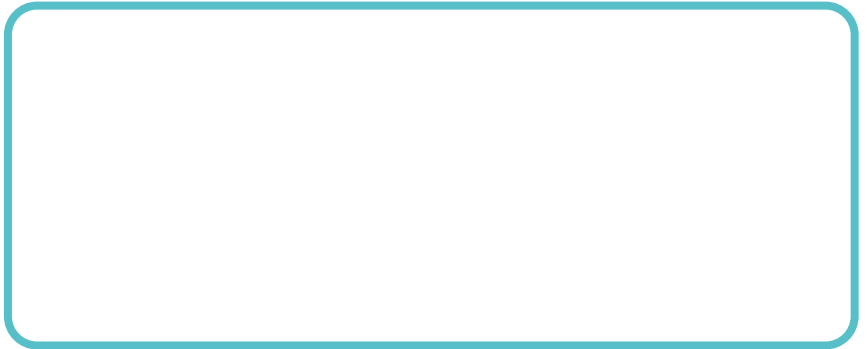
1. Strategic Goal

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



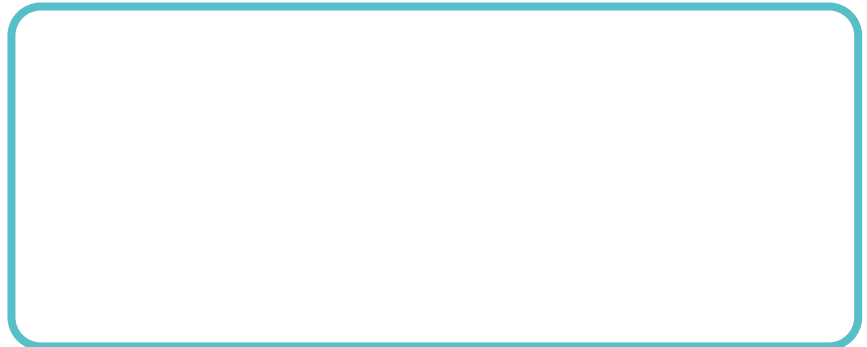
2. Audience/ Access

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



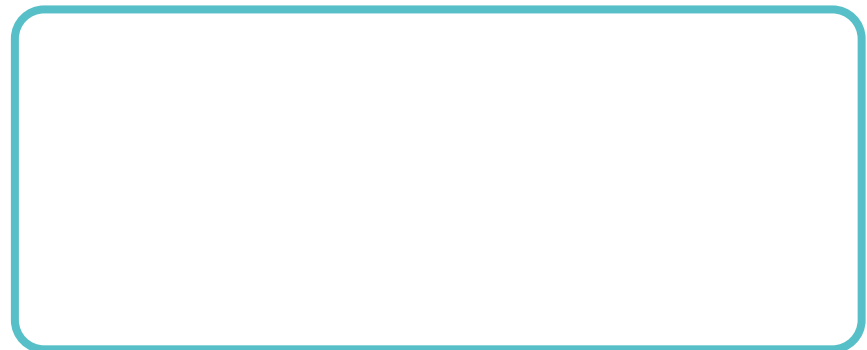
3. Key Performance Question(s)

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



4. How will and won't this indicator be used?

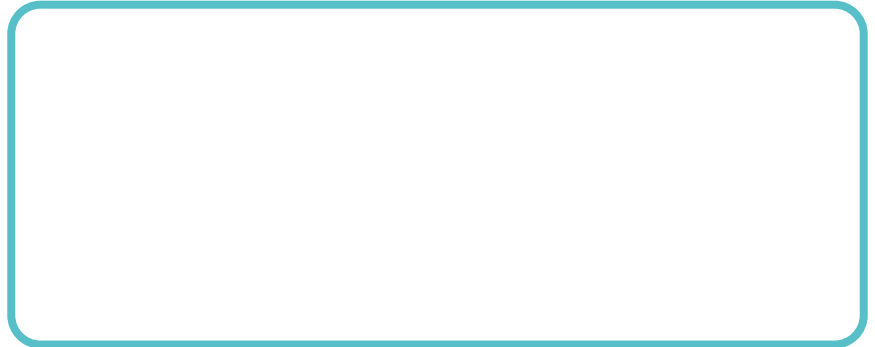
Describe how the insights this indicator generates will be used and outline how this indicator will not be used.



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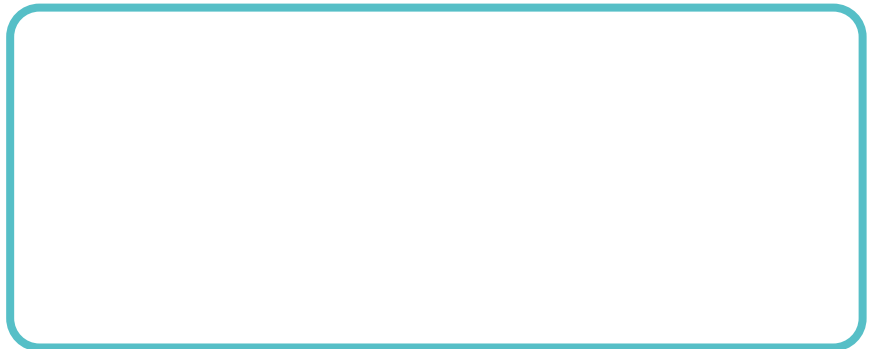
5. Indicator Name

Pick a short and clear indicator name



6. Data Collection Method

Describe how the data will be collected



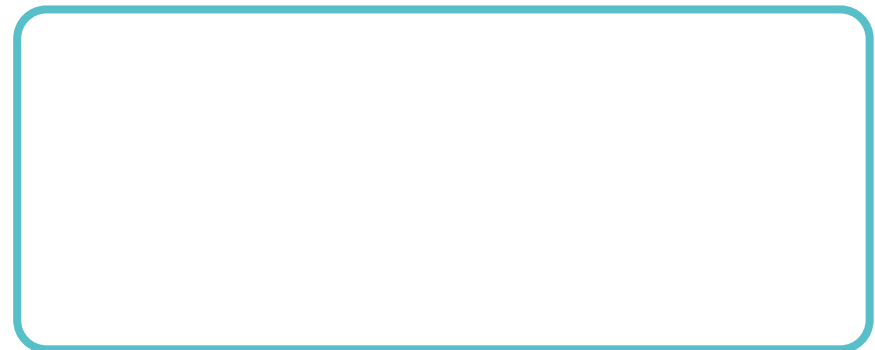
7. Assessment / Formula / Scale

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



8. Targets and Performance Thresholds

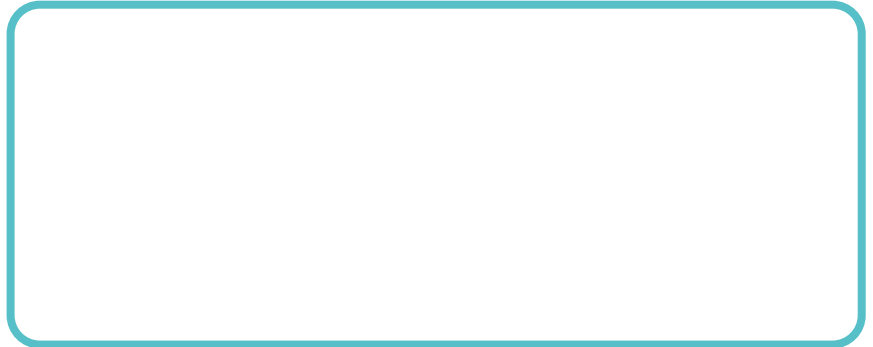
Identify targets, benchmarks and thresholds for traffic lighting



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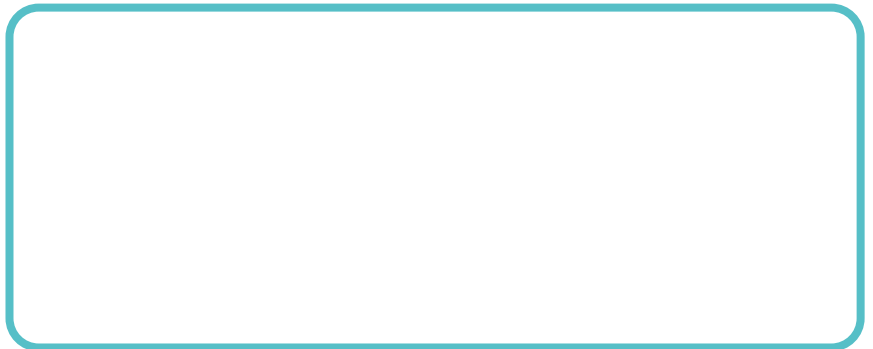
9. Source of Data

Describe where the data will come from.



10. Data Collection Frequency

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



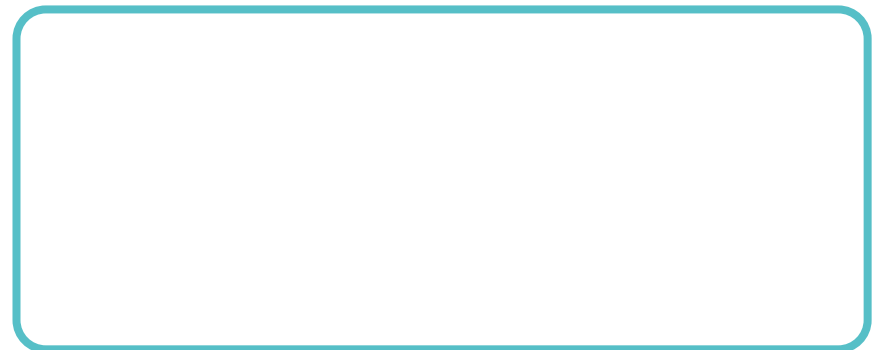
11. Data Entry

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



12. Expiry / Revision Date

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



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13. How much will it cost?

Estimate the costs incurred by introducing and maintaining this indicator

14. How complete is this indicator?

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

15. Possible unintended consequences

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

Extra notes