

Check Sheet

A **check sheet** is a chart that shows the systematic collection of data, either through observations or some other method.

Use a check sheet to...

Show a clear picture of the facts, rather than opinions.

How to design a check sheet...

1. Come to an agreement with the team, if a team is involved, on the definition of the condition or event that is being observed. Everybody has to be counting the same thing.

2. Decide who will collect the data, over what period, and what the sources of the data will be.

Note. It may be important that the categories of observations be grouped into smaller subgroups, depending on the type of data collected. For example, if you are counting the number of errors in a process, you may want to break the process down into steps and count the errors in each step separately.

Note. You should be certain to collect data over a period of time that is a typical cycle for that process.

Example.

TRACKING CUSTOMER COMPLAINTS								
Location: Humphrey Hall	Dates: 18 May-10 July 1998 First 8 Weeks of Program							
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8
Contractor	A	A	A	B	B	B	B	C
REASON								
Poor Service	0	0	3	5	8	12	10	2
Quantity	7	6	4	3	3	1	1	0
Taste	5	5	6	7	4	3	4	3
Cost	0	0	0	3	3	4	2	0
Other	1	1	0	0	0	0	0	1
TOTAL (weekly)	13	12	13	18	18	20	17	6

Your Example: Could you create a check sheet that shows how a project in your organization requires that certain data be collected or observations to be made?