

## Checklist

The items listed below are the key components that makeup an organization’s outcome performance system. In the space provided, describe or list the documents and/or tools your organization uses for each component. Afterwards, check the box to indicate your perceived status of each component. For more information, visit [www.impactaas.com](http://www.impactaas.com).

COMPONENT	DOCUMENTS AND TOOLS	STATUS		
<b>Primary and/or Secondary Outcomes</b> 1-2 key change outcomes (and for whom) your organization is attempting to create		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Measurement Devices</b> Outcome assessments, interviews, tests or audits		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Data Capture Tools</b> Measurement administration tools such as surveys or scorecards		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Databases</b> Data storage systems		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Performance Indicators</b> Key performance indicators (KPI) to manage outcomes and their calculations		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Data Quality Checks</b> Continuous quality checks of your measurement and analysis tools		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Performance Dashboards</b> Short-term and long-term progress and management metrics		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>
<b>Management Program and Governance</b> Data collection, analysis, and improvement cycles and responsibilities		Incomplete <input type="checkbox"/>	Needs Update <input type="checkbox"/>	Complete <input type="checkbox"/>

**Helpful Note:** Don’t worry if you are completely missing one or more of these items; just mark them as incomplete. The components are listed in order that they are needed for outcome management. Start with the first ‘Incomplete’ item and work your way to the items that ‘Needs Update.’