

Template for Metadata Worksheet on Measures (Minnesota)

Measure title

Measure Background

Visual Depiction

[Insert suggestions or draft images (i.e., map, graph, report card, etc.) recommended to visually communicate measure; at a minimum, describe intended visual depiction.]

Measure Description

[Brief summary of what the measure is intended to convey, why the measure is important for tracking effectiveness over time]

Associated Terms and Phrases

[Identify terms and phrases from the measure text or measure description that might be ambiguous or need defining to make the measure more understandable to the target audience]

Target

[Identify numeric target, if applicable]

Baseline

[Identify the baseline year for the measure and, if needed, numeric baseline for relative assessment of trends over time]

Geographical Coverage

[Identify if the measure is statewide, watershed, or both]

Data and Methodology

Methodology for Measure Calculation

[Provide description of the method/formula used to calculate the data for this measure; Describe any changes in method over time]

Data Source

[Identify the primary data source/database and contributing agencies]

Data Collection Period

[List the start date to end date, explanation of any data gaps]

Data Collection Methodology and Frequency

[Provide a description of methodology for data collection or links to database descriptions]

Supporting Data Set

[Provide tabular data used to support measure]

Caveats and Limitations

[Provide description assumptions, limitations, considerations associated with the measure, methodology, and/or supporting data set]

Future Improvements

[Provide description of planned changes to the measure over time; particularly important for measures that are short-term in nature until new data sets become available]

Financial Considerations

Contributing Agencies and Funding Sources

[Only complete if applicable; narrative or numeric (possibly display as a table)]

Communication Strategy

Target Audience

[who will have the most interest/concern about this measure]

Associated Messages

[relates to measure description; what does this measure convey and why is it important to communicate this measure to the target audiences]

Outreach Format

[where will this measure be used, such as newsletters, websites, reports, etc.; include frequency of each format and any specifics about how presentation of the measure should vary for each outreach format]

Other Measure Connections

[what are the other measures that link to this measure to provide a comprehensive and accurate message/story]

Measure Points of Contact

Agency Information

Point of Contact

Contact Information