



## Toolkit Template:

### *Prompts and questions to address when identifying and using key values indicators*

- What questions are you hoping to answer through your key value indicators?
- Do these questions link directly to the strategic objectives outlined in your strategic plan?
- Are you collecting the data required to answer these questions, or focusing simply on the data you know you can easily collect?
- Are you collecting data unnecessarily?
- Have you consulted widely when selecting your key value indicators?
- Have your key value indicators been approved by senior management?
- How and how regularly are you going to monitor progress against your key value indicators?
- Have you assigned appropriate owners for each key value indicator and are they aware of their responsibilities in this regard?
- Have you considered a mechanism for reviewing the key value indicators themselves and changing them, removing them or adding new ones?
- Have you selected a means of displaying progress against the key value indicators that suits the needs of all relevant stakeholders?
- Have you considered what other data streams (derived from both within and outside the institution) that you may wish to integrate with your key value indicator data?
- Are you collecting data in a format which may make it possible to integrate with other data streams?
- Are you comfortable with the idea of publicly flagging 'red' areas (ie, areas where you appear to be failing to meet agreed key value indicators)?
- Have you considered what happens when areas are reported as being at 'amber' or 'red'? Are there links between this reporting process and your institution's issue and risk reporting procedures?

Adapted from Jisc infoNet, *Managing Strategic Activity Infokit*:  
<http://www.jiscinfonet.ac.uk/infokits/strategy/managing-strategic-activity/benefits-kpi>