Reality-Check Red Flag Questions

The following questions will help Facilities leaders test each metric against the four pragmatic screens. A majority of “no” answers for any one screen or at least one “no” for each of the four screens suggests that a metric should be eliminated from consideration as a core performance metric.

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| Screen 1: Accessibility of Data | Yes | No |
| 1. Is the data for this metric collected via an automated system?
 |[ ] [ ]
| 1. If not, can someone collect and report the data within a few hours?
 |[ ] [ ]
| 1. Is the system capable of calculating and reporting the results for this metric?
 |[ ] [ ]
| Screen 2: Frequency of Tracking | **Yes** | **No** |
| 1. Can this metric be tracked more than once a year?
 |[ ] [ ]
| 1. Can this metric be tracked frequently enough to inform action?
 |[ ] [ ]
| Screen 3: Reliability of Data | **Yes** | **No** |
| 1. Do all departments (e.g., Finance, HR) use the same definition for this metric?
 |[ ] [ ]
| 1. Is the metric calculated by an automated system?
 |[ ] [ ]
| 1. If not, are you certain the reported data is accurate?
 |[ ] [ ]
| 1. Do managers trust the data for decision-making?
 |[ ] [ ]
| Screen 4: Communicability of Concept | **Yes** | **No** |
| 1. Is this metric easily explained to and understood by leaders across units?
 |[ ] [ ]
| 1. Do stakeholders typically agree on the definition of this metric?
 |[ ] [ ]
| 1. Are stakeholders aware of the importance of tracking the metric?
 |[ ] [ ]
| 1. Do stakeholders understand how performance on this metric impacts institutional goals?
 |[ ] [ ]