

# PERFORMANCE MEASUREMENT TOOLKIT

## TOOLKIT QUICK START GUIDE



I want to dive right in!

The best place to start is to download the [Excel Workbook](#) that will guide you through choosing performance measurement indicators that relate specifically to your program goals.

This fillable workbook takes you step-by-step through the process of identifying the most relevant indicators for your work and creating a performance measurement framework.

Use the [Toolkit User Guide](#) for context, tips and examples for each of the steps.



How long will this take?

We suggest taking an hour or two to work through the first stages of the workbook and getting a feel for the process. You can then complete it yourself, or convene for brainstorming in a small group setting.

The whole process can be completed in a half day, or you can chip away at the stages a bit at a time. The point is to get something down to start. Don't get bogged down in the details. Work on establishing a small selection of indicators that you can move forward with right away. You can always tinker over time!



Will I be accountable for things out of my control?

The benefit of setting up your own performance measurement framework is that you get to establish what you relate directly back to your program activities.

The approach used in this tool helps users differentiate between reporting on economic indicators and performance measurement.

By mapping out your activities and seeing how everything fits together, it becomes very empowering to pinpoint the aspects you can track in order to demonstrate your successes.



Do I have to complete every step?

Do what makes sense for you. If you already have a framework, feel free to review the [Excel Indicator Library](#) or examples to see if there's anything you want to tweak.

While we strongly suggest completing the program visualization stage, you're welcome to jump right in to brainstorming indicators and narrowing them down to a few that you want to act on right away.



What other support do you offer?

Within the toolkit, there are additional templates and examples to refer to. You can download an [Annual Report Template](#), as well as an infographic-oriented [Dashboard Templates](#).

There's even an [Image Library](#) to make it easy for you to make your reports visually appealing, and lots of examples scattered throughout, including [Fictional Community Case Studies](#) that will accompany you every step of the way.