

CHARTER

INFORMATION AND ANALYSIS TEAM

September 2006

The Information and Analysis Team will identify and refine the data elements required to measure fully the outcomes identified for the goals in the strategic plan, the critical measures, and customer satisfaction. The team will develop and maintain the data infrastructure required to establish baselines, set standards, and manage the data collection required on an ongoing basis. The Team is responsible to the Steering Committee and will make recommendations to the Committee on key data elements and comparative baselines.

The Team will be the process owner, on behalf of the Steering Committee and in conjunction with the Deputy Director of the Workforce Development Division, of the information and analysis required to measure and report the outcomes of the strategic plan and the system-wide critical measures.

Specific Functions and Member Responsibilities:

- Identify data elements required to reliably measure the outcomes' indicators
- Identify the current data collected against key elements required to measure the elements
- Identify data required and not currently collected
- Make recommendations for the data elements required
- Design the data collection and analysis system
- Make recommendations for the comparative baseline
- Ensure that reports are produced for the Steering Committee
- Provide expertise and internal consulting on data needs throughout the organization.
- Implement and continuously improve the information analysis infrastructure as it relates to measurement of the strategic plan outcomes.