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National Aeronautics and Space Administration

**NASA Shared Services Center**
Stennis Space Center, MS 39529-6000

# METRIC VALIDATION

| Date | Evaluator |
|---|---|
| Person Contacted | Functional Area |
| Source Document | |
| Metric Title | |

Type of Validation: ☐ Initial ☐ Recurring ☐ Special / Annual (Explain in Box 10)

Type of Metric: ☐ Functional Level, WBS No.: _____ ☐ Type (1, 2, 3): _____

## Validation Inquiry Items

1. Are established written procedures required? **If No, go to question 5.** ☐ Yes ☐ No ☐ Not Applicable
2. Are there written procedures in place? ☐ Yes ☐ No ☐ Not Applicable
3. Are these procedures adequate? ☐ Yes ☐ No ☐ Not Applicable
4. Are written procedures followed? ☐ Yes ☐ No ☐ Not Applicable
5. Were the following validated:
   a. Where is the data collected? _____
   b. How is the data collected? _____
   c. Who collects the data? _____
   d. How is the data recorded? ☐ Electronically ☐ Manually
   e. Is the tool used for collecting the data appropriate? ☐ Yes ☐ No ☐ Not Applicable
   f. Are the data results accurate? ☐ Yes ☐ No ☐ Not Applicable
   g. Is the data collected complete? ☐ Yes ☐ No ☐ Not Applicable
   h. Is the data collected at an appropriate level? ☐ Yes ☐ No ☐ Not Applicable
   i. Who reports the data? _____
   j. What is the frequency at which the data is reported? _____
   k. To whom is the data reported? _____
   l. Are there precautionary measures set up to prevent manipulation of data? ☐ Yes ☐ No ☐ Not Applicable
   m. Was a sample test performed to guard against data manipulation? ☐ Yes ☐ No ☐ Not Applicable
6. Is the metric data:
   a. A good indicator of performance? ☐ Yes ☐ No ☐ Not Applicable
   b. Of adequate sample size? ☐ Yes ☐ No ☐ Not Applicable
   c. Subject to calculations? ☐ Yes ☐ No ☐ Not Applicable

Explain Method

7. Metric passes government validation? **if Yes, go to question 10.** ☐ Yes ☐ No ☐ Not Applicable
8. If No, create a corrective action plan / schedule. ☐ Yes ☐ No ☐ Not Applicable

9. Discuss negative findings:

10. Additional comments:

11. List participants:

Evaluator's Signature