

Design template and test tool of key performance indicators for political finance oversight institutions

Design Template	
Indicator	Descriptive title of the indicator
Purpose	Why do you want to measure this?
Relates to	To which business plan objective does it relate?
Target	What level of performance do we want to achieve? What's the target?
Formula	How will you count or calculate this indicator?
Frequency	How often will you measure this indicator?
Who measures?	Who will measure this indicator?
Source of data?	Where will they get the necessary data from?
Who receives the data?	Who will receive the data?
What do they do with it?	What will they use it for?
Accountability	Who is responsible and accountable for the indicator and ensuring it is measured at the agreed frequency?
Feedback mechanism	How will you ensure that indicator measurements are acted on appropriately? What will be the mechanism?
Notes	Any other notes or comments.

Test Tool	
The truth test	Is the measure definitely measuring what it is <i>meant</i> to measure?
The focus test	Is the measure <i>only</i> measuring what it is meant to measure?
The consistency test	Is the measure consistent whenever or whoever measures?
The access test	Can the data be readily communicated and easily understood?
The clarity test	Is any ambiguity possible in interpretation of the results?
The so what test	Can, and will, the data be acted on?
The timeliness test	Can the data be analysed soon enough, so that relevant actions can be taken?
The cost test	Is it going to be worth the cost of collecting and analysing the data?
The gaming test	Will the existence of the measure encourage any undesirable behaviours?

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