

Hampton University TracDat Glossary

KEY PERFORMANCE INDICATORS

Key Performance Indicators (KPIs) are “an assessment of an organization’s performance that is measurable and includes:

- Productivity
- Effectiveness
- Quality
- Timeliness”

At Hampton University, KPIs are measured twice a year and data are entered into the TracDat data management system. The labels with corresponding definition used in TracDat are below:

- **Assessment Unit** – The unit entering data.
- **Key Performance Indicators**– Identifies a measurable action, such as “to increase.”
- **KPI Type** – Unit Specific KPIs to report data
- **Key Performance Indicator** – The area where units will place information regarding the indicators used to measure the overall KPI (recommend numbering the indicators to link to the overall KPI).
- **Outcome Type** – Ensure that the “Key Performance Indicator” is highlighted for all entries.
- **Assessment Method** – Information regarding how the indicator will be measured.
- **Target** – Specific measure of your target, such as “15% increase.”
- **Assigning Tasks** – Assignment of tasks to personnel to place reports in a repository folder.
- **Tasks** – Area where you may define tasks, if you desire.
- **Results** – Area where results are entered twice a year.
- **Result Type** –Area where you identify whether or not you met your criterion.
- **Action Plan** – Area where you identify an action plan if your criterion was not met.
- **Related Documents** – Area where you may attach documents to provide evidence or your entries.