

Simple Estimate Data Collection Instructions



You can run the Simple Estimate analysis with any size group. Whether you have 10 people who received the development program or 10,000, the statistical math LDImpact uses will produce reliable results.

1. Go to your LMS administrator and ask them to export a completion report, in spreadsheet format, for the development program you want to analyze. **If you don't have an LMS, you can manually enter data into the template.**
2. You only need 2 columns of data from the LMS administrator's report: the participants' first names and last names
3. Open the spreadsheet the LMS administrator gave to you.
4. Open the LMS-KPI Data - Simple Estimate.csv template. Notice the 5 columns with these header names:

First Name	Last Name	Took Development Program	KPI Value Before Development Program	KPI Value After Development Program
------------	-----------	--------------------------	--------------------------------------	-------------------------------------

5. Copy the first and last names from the LMS administrator's spreadsheet and paste them into the LMS-KPI Data - Simple Estimate.csv template under the *First Name* and *Last Name* headers, respectively (do not delete or overwrite the headers in any column)
6. In the *Took Development Program* column, type the word "Yes" and fill it down so it appears next to every person. You should have something that looks like:

First Name	Last Name	Took Development Program	KPI Value Before Development Program	KPI Value Before Development Program
Sarah	Sanchez	Yes		
Elizabeth	White	Yes		
(and so on... ↓)				

7. Save the partially completed LMS-KPI Data - Simple Estimate.csv file and give it to the person in your organization who can fill in the *KPI Value Before Development Program* and *KPI Value After Development Program* columns for each employee listed.

IMPORTANT! It typically takes a minimum of 90 days after a development program ends for performance changes to show up in KPIs. Waiting at least this length of time before filling in the *KPI Value After Development Program* column is wise.

8. Hooray! Your LMS-KPI Data - Simple Estimate.csv file is complete. You can now use it for the LDImpact analysis.