

Put the definition where the team can find it.

Use this page to name what a shared metric means, where its approved reference lives, and who keeps it current. Record a route to the source, not payment data.

METRIC REFERENCE One shared definition. A named owner. A review date.		OWNER: _____
Metric or measure name	Use the label teams already recognize.	
Intended meaning	What is included? What is out of scope?	
Approved source page or system	Record a page title or safe internal route. No credentials.	
Definition owner	Role or team responsible for updates.	
Intended audience	Who uses this reference?	
Review date	Next scheduled check.	
Escalation contact or route	Where should an unresolved question go?	
BEFORE THE NEXT REVIEW [] Definition checked [] Owner confirmed [] Source link works [] Review date set		

Keep sensitive detail in its approved system. This worksheet is a planning aid. Do not add payment values, transaction or customer/resident records, credentials, API keys, or restricted source-system details. An NFC tag can point to an approved reference; it does not validate the metric or manage access.