Rounding Visual Display Checklist

The visual display checklist below is a tool that is used to help identify components that can increase the utility of visual displays such as graphs and charts. This checklist provides guidance intended to help people think about the type of information displayed on a tier board.

Can you tell at a glance…	Yes	No
Visual clarity		
Can you understand the information from 5 feet away within 5 seconds?		
Understanding		
Do titles help "tell the story" in a headline form?		
Are there call outs explaining how to interpret the data/what the data mean?		
Are there call outs describing interventions, changes, or explanatory factors for the results?		
Are there clear standards for performance?		
Is there a quantifiable target? benchmark? ultimate goal?		
Is there an opportunity for variable/seasonal targets?		
Are "abnormal" conditions readily visible?		
Can you see the planned vs. actual performance (performance gap)?		
Is the directionality for results clear? (e.g., up = good)		
Is it clear when results are too high/too low/within bounds?		
Are improvement opportunities clearly visible?		
Is there recurrence or a pattern to the problem?		
Is cause and effect understood?		
Are countermeasures, or actions to address the problem, visible or planned?		
Is the team using the visual system?		
Is there an indication that there has been recent activity at the board?		
Are there action items, assignments, and next steps visible?		

For Tier 4 – do you see the *outcomes* the organization is trying to achieve?
For Tier 3 – do you see key *operational measures* and *priority projects*?