**RUN CHART**

**Purpose**

A Run Chart is a diagram used to visualize changes in outcomes over a given time frame. It helps you determine what the previous situation was and if the outlined goal is being approached or met.

**Related Tools**

Use in conjunction with mPDSA and Data Collection Plan. mPDSAs will have SMART goals, and both the mPDSA and Data Collection Plan will outline the data needed to monitor/track progress toward the goal.

**How to Use**

IN EXCEL:

1. In an Excel file, add data to the first column that signifies the time points at which you collected your data (e.g. dates, months, seasons). This will be your x-axis. Be sure to add a column header that describes the data (e.g. Months).
2. In the adjacent column, add the corresponding data for the metric used to assess your goal. This will be your y-axis. Also add a column header that describes the data (e.g. Math Score).
3. Click and drag your mouse to select all the data points, then choose Insert 🡪 Chart to insert a line graph.
4. You can additionally add a label to indicate when the initiative or change to the system occurred to clearly see the impact of the project. Add a label by selecting a vertical line from the Shape options and placing it in the appropriate place.
5. You can add axis labels by clicking the + sign on the graph.
6. Once you have the run chart you can copy and paste it into any word doc or PowerPoint slide deck you want. Changes to the original excel doc will alter the graph in other docs.

IN WORD:

1. Choose Insert 🡪 Chart and select a line graph. A graph will immediately be generated and an Excel sheet with category and series data will be automatically populated. Categories are your x-axis (i.e. timeline) and series are your y-axis (i.e. your metric). If you had more than one metric you were collecting, you can add this to Series 2 and Series 3. Otherwise, delete these columns.
2. Change the column and row headers to better describe your data.
3. Right-click on the graph to edit it how you wish.

**TEMPLATE RUN CHART**

**EXAMPLE RUN CHART – Baking a Custom Cake**

New Process Developed