First of all, we have to identify who will use the tools that we created. For example, volunteer, teacher, villager leader.

Second, we have to add questions or information that effective for our project and what data we need to measure.

Third, we may need to use METADATA to get qualitative data for our project.

Fourth, we need to test our tool that created before we train to people who will collect data for collecting effective, qualitative and quatative data.

Finally, we can train the staff or people who will use the tool that the strategy of collecting data.