People Sample Size
Reporting People Sample Size in the SAS Database

Guidance on how to use SAS to report people sample size percentages

People sample size calculation is one of the issues most returned to lead appraisers during quality reviews. In general, the people sample size is calculated using the full-time equivalent (FTE) unit. This is a unit that indicates the workload of an employee. Depending on the organization's business guidelines, a full-time employee or FTE might work 36 or 40 hours per week to be considered a FTE. Two people sharing a job, each working 20 hours per week, would equal one FTE.

The People Sample Size should represent the number of people working on the Basic Units and Support Functions that were sampled (e.g. in the Organizational Scope) compared to the total number of people in the organizational unit (OU). **It does not represent the percentage of people interviewed.** People who are not directly associated with the type of work being appraised are considered "outside of scope" for the appraisal (e.g., administrative staff). These people should not be included in the total number of people in the OU or the Org Scope. Similarly, any individuals or FTEs assigned to projects and business units that are excluded from the OU should not be included in the population count.

For the People Sample Size calculation, here is our general recommendation:

*Total FTE in the Org Scope ÷ total FTE in the OU * 100 = People sample percentage*

For example:

- An Organizational Unit has a total of 353 FTEs. 333 work on basic units, which is represented in the subgroup populations, and 20 work on support functions.
- Of the 333 FTEs in the subgroups, 142 of them work on sampled projects. All support functions are sampled, so these 20 FTEs are also included in the org scope. This means the org scope has a total population of 162 FTEs.
- Using the calculations described, the percentage reported in SAS would be:
    - 162 FTEs in Org Scope / 353 FTEs in the OU = 0.4589
    - 0.4589 * 100 = 45.89% => 46%

Additonal considerations:

- If there is any overlap, or people working on back-to-back projects, this should be explained in the demographics section of the plan as that could affect the calculation. Minor variations could also be explained in the subgroup description.
- Based on these concepts, any time 100% of the projects are sampled in the OU, the People Sample Size would have to be 100% as well. (Cannot have 100 project/Unit Sample Size and <100% People Sample Size).

Appraisal review time can be shortened by ensuring that people sample size calculations are consistently calculated.

Questions regarding this Quality Tip can be sent to scampi-quality@cmmiinstitite.com.