##

## Checklist for planning surveys

**Reasons for the survey:**

* Are the reasons for conducting the survey clear? Yes [ ]  No [ ]

Comments:

* Have you modelled the survey after a similar one already conducted in the study area or in a similar life setting? Yes [ ]  No [ ]

Comments:

**Objectives :**

* Have you defined the survey’s objectives? Yes [ ]  No [ ]

Comments:

* Do all the parties know and agree with the objectives? Yes [ ]  No [ ]

Comments:

* Do the objectives seem realistic given the resources available and the survey time frame? Yes [ ]  No [ ]

Comments:

**Human resources:**

* Have you taken stock of all of the resources that might be available for doing the survey (e.g. in schools or research institutes, regional public health offices, community organizations)? Yes [ ]  No [ ]

Comments:

* Have you designated someone to be in charge of planning and coordination? Will this person have to report to anyone and, if so, to whom? Yes [ ]  No [ ]

Comments:

* Do you want to hire a survey firm to collect the data? Yes [ ]  No [ ]

Comments:

* Where applicable, have you hired experts (e.g. psychologists, statisticians, analysts) for certain stages of the survey? Yes [ ]  No [ ]

Comments:

* If the questionnaire will not be completed by the respondents themselves or by a survey firm, have you hired interviewers? Yes [ ]  No [ ]

Comments:

* Have you designated someone to train the interviewers? Yes [ ]  No [ ]

Comments:

* Do you know who will capture the data from the completed questionnaires? Yes [ ]  No [ ]

Comments:

* Have you chosen people to process the data? Yes [ ]  No [ ]

Comments:

* Have you chosen people to analyze the results? Yes [ ]  No [ ]

Comments:

* Are the roles and responsibilities of each party clearly defined and are they understood by everyone? Yes [ ]  No [ ]

Comments:

* If the survey broaches sensitive issues, have you developed a protocol for emergencies or problem situations? Yes [ ]  No [ ]

Comments:

**Financial resources:**

* Have you drawn up a detailed budget for the survey? Yes [ ]  No [ ]

Comments:

* Does the budget take all necessary human and material resources into account? Yes [ ]  No [ ]

Comments:

* Where applicable, is the budget accompanied by written proof of commitments and voluntary contributions (e.g. notes, letters, e-mails)? Yes [ ]  No [ ]

Comments:

* Is the budget realistic given the available financial resources? Yes [ ]  No [ ]

Comments :

**Material resources:**

* Have you drawn up a list of all the equipment required for the different phases of the survey? Yes [ ]  No [ ]

Comments:

**Time frame:**

* Have you set a deadline for completion of the survey? Yes [ ]  No [ ]

Comments:

* Is the deadline reasonable given the context, expectations, and available resources, as well as the method chosen for completing the questionnaire? Yes [ ]  No [ ]

Comments:

* Have you drawn up a work schedule stipulating the amount of time that is to be devoted to each phase of the survey? Yes [ ]  No [ ]

Comments:

* Have you chosen a good time of year for doing the survey? Yes [ ]  No [ ]

Comments: