## 

## 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: