## 

## Checklist for designing a survey method

**Study area:**

* Have you clearly defined the study area? Yes  No

Comments:

* Is the study area tailored to the objectives of the survey and available resources? Yes  No

Comments:

**Target population:**

* Have you established the respondent criteria (characteristics of the target population)? Yes  No

Comments:

* Are these criteria based on a good understanding of the life setting concerned (e.g. they take the general portrait of the setting into account)? Yes  No

Comments:

* Are these criteria consistent with the objectives of the survey? Yes  No

Comments:

**Sample design:**

* Have you decided if the survey will be done using a probability sample? Yes  No

Comments:

* Based on the objectives of the survey and available resources, have you decided on the size of the sample and the method that will be used to select it? Yes  No

Comments:

**Questionnaire:**

* Have you chosen a questionnaire? Yes  No

Comments:

* Does the questionnaire meet your needs (topics to be studied)? Yes  No

Comments:

* Is the questionnaire suited to the context of the survey (language, type of life setting, target population, etc.)? Yes  No

Comments:

* Is the questionnaire suited to available resources and the response method selected? Yes  No

Comments:

* Has the questionnaire been validated and pre-coded? Yes  No

Comments:

**Response method:**

* Have you decided what method will be used to answer the questionnaire? Yes  No

Comments:

* Is this method tailored to your objectives and available resources? Yes  No

Comments:

* Is the response method compatible with the sampling method selected (random or non-random)? Yes  No

Comments:

* Have you taken into account the advantages and disadvantages of the method selected? Yes  No

Comments:

* Have you looked into any strategies for offsetting the disadvantages of the method selected (e.g. cost and response rate)? Yes  No

Comments:

**Analysis plan:**

* Do you have an analysis plan for the questionnaire selected? Yes  No

Comments:

* Does the analysis plan describe the comparisons and cross-tabulations of questions that will be made? Yes  No

Comments: