Survey Name
Survey lead
Survey development team members

This is a template that can be adapted for a survey project with multiple staff. The template lists all 32 survey activities, but leaves blank the "Staff Lead" column as well as the timeline columns covering months 1 through 12.

Survey Activities	Staff Lead	2018 Jan Week 1	2018 Jan Week 2	2018 Jan Week 3	2018 Jan Week 4	2018 Feb Week 1	2018 Feb Week 2	2018 Feb Week 3	2018 Feb Week 4	2018 Mar Week 1	2018 Mar Week 2	2018 Mar Week 3	2018 Mar Week 4	2018 Apr Week 1	2018 Apr Week 2	2018 Apr Week 3	2018 Apr Week 4	2018 May Week 1	2018 May Week 2	2018 May Week 3	2018 May Week 4	2018 Jun Week 1	2018 Jun Week 2	2018 Jun Week 3	2018 Jun Week 4	2018 Jul Week 1	2018 Jul Week 2	2018 Jul Week 3	2018 Jul Week 4	2018 Aug Week 1	2018 Aug Week 2	2018 Aug Week 3	2018 Aug Week 4	2018 Sep Week 1	2018 Sep Week 2	2018 Sep Week 3	2018 Sep Week 4	2018 Oct Week 1	2018 Oct Week 2	2018 Oct Week 3	2018 Oct Week 4	2018 Nov Week 1	2018 Nov Week 2	2018 Nov Week 3	2018 Nov Week 4	2018 Dec Week 1	2018 Dec Week 2	2018 Dec Week 3	2018 Dec Week 4
A. Planning																																																	
A1. Clarify purpose and topics (complete survey planning tool)																																																	
A2. Consider other department surveys to assess overlap																																																	
A3. Clarify target population (whom will results represent?)																																																	
A4. Define sampling approach (identify and evaluate sampling frame if needed)																																																	
A5. Develop a respondent communication plan (survey invitation, reminders, etc)																																																	
A6. Describe dissemination plan for findings, including how results are to be used																																																	
A7. Prepare timeline for development, administration, analyses, reporting, and dissemination																																																	
B. Survey Development																																																	
B1. Outline survey																																																	
B2. Search for existing items																																																	
B3. Write new items, as needed																																																	
B4. Create first draft																																																	
B5. Hold Internal review and revise																																																	
B6. Pretest draft survey (e.g., cognitive interviews, expert review, focus groups)																																																	
B7. Revise draft based on pretest findings																																																	
B8. Translate to other languages (could be before or after pretesting)																																																	
B9. Create final survey instrument (if online, test survey and upload addresses)																																																	
B10. Pilot survey (if high-stakes or large survey)																																																	
B11. Analyze pilot data and revise (if high-stakes or large survey)																																																	
C. Survey Administration																																																	
C1. Send survey prenotice																																																	
C2. Verify contact list (e.g., evaluate e-mail bouncebacks)																																																	
C3. Send survey																																																	
C4. Send reminders																																																	
C5. Close survey																																																	
D. Data Analysis and Sharing of Results																																																	
D1. Complete analysis plan and outline findings document (including methods)																																																	
D2. Clean data																																																	
D3. Analyze data																																																	
D4. Create first draft of survey findings document																																																	
D5. Have draft reviewed																																																	
D6. Prepare final draft																																																	
D7. Disseminate survey findings to audience																																																	

Survey Name
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Survey development team members

This example shows a hypothetical, 12-month projected timeline for an online survey project with multiple staff and without a pilot test. It shows the month(s) in which each of the 32 tasks are projected to be completed during the year, from January to December, 2018. The "Staff Lead" column has been left blank.

Survey Activities	Staff Lead	2018 Jan Week 1	2018 Jan Week 2	2018 Jan Week 3	2018 Jan Week 4	2018 Feb Week 1	2018 Feb Week 2	2018 Feb Week 3	2018 Feb Week 4	2018 Mar Week 1	2018 Mar Week 2	2018 Mar Week 3	2018 Mar Week 4	2018 Apr Week 1	2018 Apr Week 2	2018 Apr Week 3	2018 Apr Week 4	2018 May Week 1	2018 May Week 2	2018 May Week 3	2018 May Week 4	2018 Jun Week 1	2018 Jun Week 2	2018 Jun Week 3	2018 Jun Week 4	2018 Jul Week 1	2018 Jul Week 2	2018 Jul Week 3	2018 Jul Week 4	2018 Aug Week 1	2018 Aug Week 2	2018 Aug Week 3	2018 Aug Week 4	2018 Sep Week 1	2018 Sep Week 2	2018 Sep Week 3	2018 Sep Week 4	2018 Oct Week 1	2018 Oct Week 2	2018 Oct Week 3	2018 Oct Week 4	2018 Nov Week 1	2018 Nov Week 2	2018 Nov Week 3	2018 Nov Week 4	2018 Dec Week 1	2018 Dec Week 2	2018 Dec Week 3	2018 Dec Week 4
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