

Project: Name
Survey: Round
DIME Analytics Survey Pilot Timeline Review Checklist

Objective

We include duration estimates for each activity, based on a 1-hr survey with a pilot sample of 30 households. The steps below are not necessarily in chronological order, and certain teams may find that tasks will overlap (for example, obtaining IRB approval and survey firm hiring are two tasks that might occur simultaneously).

Main findings

This report details the findings from review of the survey pilot timeline for the *Survey Round* of the *Project name* project.

Required practices

- *List required practices identified for project*

Recommended practices

The ietestform command (from the iefieldkit package) was run and the results are attached. It is a good practice to run ietestform multiple times during survey development. This is to make sure you've incorporated all suggested changes that are relevant and to re-test when new questions are added during the development phase of the survey.

- *List recommended practices identified for project*

The checklist in the next section details the exact findings.

Checklist

Overall

CHECKS	Included	Sufficient Time	N/A
Enough time for each stage based on the pilot sample size and expected survey duration			

Pre-Pilot

CHECKS	Included	Sufficient Time	N/A
Outline modules and indicators based on PAP (3-4 weeks)			
Discuss measurement challenges (3-4 weeks)			
Review country and sector-specific literature (3-4 weeks)			
Discuss answer choice coding (2-3 weeks)			
Focus Group sessions (3-4 weeks)			

Content-focused Pilot

CHECKS	Included	Sufficient Time	N/A
Survey translation (1-2 weeks)			
Pilot Sample Selection (2-3 weeks)			
Survey Firm hiring (2-3 weeks)			
Obtain IRB approval (2-3 weeks)			
Prepare Informed-Consent forms for respondents (or verbal consent section of the survey) - (1-2 weeks)			
Enumerator Training (2 weeks)			
Pilot Survey on the field (2-3 weeks)			
Pilot feedback and key-takeaway discussions (2-3 weeks)			
Conduct data quality or variation checks on pilot data collected (1-2 weeks)			

Data-Focused Pilot

CHECKS	Included	Sufficient Time	N/A
Survey programming (3-4 weeks)			
Submit a mock dataset (or several) - (2-3 weeks)			
Placing consistency checks and constraints in survey questions (2-3 weeks)			
Check skip patterns, loops, relevances, special characters in translated supplemental csv's, and other electronic features of programmed survey (1-2 weeks)			