

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

Objective

The project team will provide a filled in GANTT chart (template [here](#)) which details each step of the survey timeline in detail. The main objectives of the Survey Timeline Review are to ensure the team:

- has accounted for all activities required to ensure good quality of data collection
- is providing sufficient time for each activity
- has clearly defined roles and responsibilities for each activity

The reviewer should review each item in the GANTT chart template in line with the checklist below. Note that the timelines can vary project to project and are dependent on the complexity of the survey, number of survey instruments, length of each survey instrument and sample size. Please account for each project's own survey duration and sample size when reviewing the timeline shared.

Main findings

This report details the findings from review of the survey 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

Procurement

CHECKS	Included	Sufficient Time	N/A
Devise a TOR for survey firms			
Hire a survey firm			
Share materials with confirmed survey firm			

Sampling

CHECKS	Included	Sufficient Time	N/A
Define study population			
Develop sample listing			
Define study sample - including preparation of randomization scripts and/or protocols			

Approvals

CHECKS	Included	Sufficient Time	N/A
Seek IRB approval			
Confirm approvals from local government and other authorities			

Survey Development

CHECKS	Included	Sufficient Time	N/A
Pilot Survey (approx 12-16 weeks, in detail here)			
Finalize Paper Survey			
Translate Paper Survey			
Code Electronic Survey			
Test Electronic Survey			

Survey Preparation

CHECKS	Included	Sufficient Time	N/A
Define Survey and Team Communication Protocols			
Create Tracking sheets for enumerators			
Carry out any necessary field visits for communication with beneficiaries			
Define data quality check protocols, including HFCs and back-checks			
Test data quality checks code, progress tracking and outputs			

Enumerator Training

CHECKS	Included	Sufficient Time	N/A
Hire field team			
Prepare training materials , including enumerator manual			
Conduct enumerator training			

Data Collection and Quality Assurance

CHECKS	Included	Sufficient Time	N/A
Collect data from respondents			
Conduct data quality checks			
Conduct back-checks data collection			
Revisits or data re-collection			