## Sample Survey Plan Outline

1. Introduction and Purpose of the Survey Plan
   1. Initiating and establishing the need for a survey
   2. Survey goals, objectives, and outcomes
   3. Benefits of the survey
2. Summary of the Planning Process
3. Participants in developing the plan
4. Research and design methods
5. Description of the Survey Scope
   1. Geographic area
   2. What will be surveyed
6. Survey Technology
   1. Data collection tools and technologies to be explored/used
7. Survey Methodology
   1. Survey standards and guidelines
   2. Evaluation criteria
   3. Prioritizing, phasing, and sequencing surveys
   4. Historic context and theme-based approach
   5. Recording processes and procedures
   6. Data management
   7. Pilot survey program
   8. Publishing and reporting
8. Public Outreach and Participation Program
   1. Outreach goals and objectives
   2. Participants and stakeholders
   3. Tools, strategies, and activities to be explored/used
9. Administrative Framework for the Survey
10. Staffing, consultants, interns, and volunteers
11. Costs and funding
12. Schedule and timeline
13. Conclusions and Next Steps
14. Suggested Attachments
    1. List of community participants
    2. Outreach meeting summaries
    3. Map of survey area
    4. Budget
    5. Staffing model
    6. Schedule