1) Design a sampling plan appropriate to the population of interest and the research question or hypothesis. How do you intend to obtain an adequate sample size? How do you plan to obtain a sample that is representative of the population, so that you can make generalizing statements about the population? Describe your method for defining the sampling frame (list). What type of sampling method(s) will be used? What medium or mode will be employed to obtain survey responses? How many times will respondents be asked to participate? What about incentives? Is a panel being utilized? Will respondents be given the opportunity to opt-in or opt-out of the survey? Provide justification or rationale for the choices that you make. (50 points)  
  
2) Design a survey instrument appropriate for the selected mode of delivery. Prepare the actual survey instrument, drawing upon the work of others (research literature and questionnaires used by others). Questions should be well crafted, be in appropriate form, and provide adequate information to answer the research question you have posed. Ensure that the form of the survey makes sense and that the survey questions are written in clear and unambiguous language. Ensure that the survey covers the domain of interest, but is not too long. If it exceeds five minutes in length, provide a rationale for why. If it exceeds 15 minutes in length, provide an explanation about incentives for respondent participation. (50 points)  
  
3) Ensure that the measures you obtain with your survey provide the data that you need to address your research question or hypothesis. How will the survey data be analyzed? What methods will you use to address the research question or hypothesis? Address the impact of poor quality data on your ability to answer your research question. Describe how you will handle missing data items. (50 points)

Dan Prusinski

Topic to be studied: What information and analysis would you like know in order to better serve your specific department?

Approach to research: I want to interview and survey Wooddale management to understand how our current information/database system serves their analysis needs, and what could be done differently to make data analysis more integrated in their decision process.  
  
Interview: Wooddale only has about 15 - 20 managers and 20-30 other personnel that utilize our database. I would have them fill out the survey first, and then I would review the information with them. Specifically, I would focus on how our information system could improve their programs.  
I would need to interview all the mangers given that there areas of work are vastly different, but the admin’s have relatively the same tasks. I would probably only need to interview five of the twenty and give all of them the survey.   
  
Survey/Information Gathering: I would like to gather two main research points. What information is important to your department and what information would you like to have in the future to better serve your decision making process. Below is a list of possible data research:    
  
Quantitative Information: Demographic Breakdown of attenders in specific ministry

* Age
* Gender
* Ethnicity
* Address
* Years at Wooddale
* Average Attendance (Yearly)

Qualitative Information: What non-numeric information would you like know?

* Current Career Position
* Strengths and Weakness
* Passions
* What draws you to this specific ministry

Current analysis of information system

* How often do use F1 on a monthly basis
* What do you use F1 For?
* How easy is F1 to use
* How helpful is F1 in getting you what you want to know
* How often do you find what you are looking for in F1
* If F1 could be different it would...
* How important is F1 to your ministry