Step	Key Tasks	Lead	Time Frame in Weeks											
			1	2	3	4	5	6	7	8	9	10	11	12
Plan	Determine purpose of the survey													
	Select appropriate survey instrument													
	Determine the methodology													
	Design data collection procedures													
	Develop cost estimate													
	Determine staff needs													
Sample	Identify population													
	Specify sample selection criteria													
	Identify sampling procedure													
	Identify source of information for sampling													
	Draw sample													
Pilot	Test procedures and revise according to the results of testing													
Survey	Notify selected agencies (if sample is drawn from another agency)													
	Prepare materials: cover letter, copies of survey instruments, envelopes for mailing and returning survey instruments													
	Mail survey													
	Enter data into an electronic data entry utility as survey instruments are returned													
	Contact nonrespondents at designated time periods													
Prepare data	Enter remaining data													
	Check for accuracy of data entry													
	Review database for outliers and anomalies in the data													
	Code responses to open-ended questions													
Analyze data	Run descriptive statistics													
	Analyze responses to open-ended questions													
Prepare and disseminate report	Prepare draft report													
	Submit report to reviewers													
	Revise report													
Disseminate	Develop plan for sharing results													
	Disseminate report													