

**RHR Consortium Monitoring and Evaluation Program
Improving Family Planning Services, IMC Angola
Survey Workplan Example (adapted)**

Activity	Who	Week1	2	3	4	5	6	7	8	9	10	11	12
Form survey team	AK	X											
Create: ▪ draft questionnaire ▪ analysis plan (dummy tables) ▪ sampling plan	AK ML Team	X X X											
Pretest #1 and questionnaire revision	Team		X										
Pretest #2 and questionnaire revision	Team		X										
Create data entry program	ML		X										
Inform community and authorities	ST			X									
Plan and prepare supervisor and interviewer training	AK ST			X									
ID and select supervisors and interviewers	Team			X									
Train supervisors and interviewers	ML Team				X								
SURVEY FIELD WORK	All					X	X						
Coding	Super visors					X	X						
Data entry	ML Clerk					X	X	X					
Cleaning	AK ML							X					
Analysis ▪ Complete dummy tables ▪ Interpret data and identify implications for project	AK ML Team								X X				
Reporting and Dissemination ▪ Write and distribute detailed report ▪ Write and distribute summary report ▪ Hold community meetings ▪ Hold meetings with partners ▪ Write journal article for publication	AK ML ML ST AK Team									X	X X	X X X	X →