##

## Checklist for designing a survey method

**Study area:**

* Have you clearly defined the study area? Yes [ ]  No [ ]

Comments:

* Is the study area tailored to the objectives of the survey and available resources? Yes [ ]  No [ ]

Comments:

**Target population:**

* Have you established the respondent criteria (characteristics of the target population)? Yes [ ]  No [ ]

Comments:

* Are these criteria based on a good understanding of the life setting concerned (e.g. they take the general portrait of the setting into account)? Yes [ ]  No [ ]

Comments:

* Are these criteria consistent with the objectives of the survey? Yes [ ]  No [ ]

Comments:

**Sample design:**

* Have you decided if the survey will be done using a probability sample? Yes [ ]  No [ ]

Comments:

* Based on the objectives of the survey and available resources, have you decided on the size of the sample and the method that will be used to select it? Yes [ ]  No [ ]

Comments:

**Questionnaire:**

* Have you chosen a questionnaire? Yes [ ]  No [ ]

Comments:

* Does the questionnaire meet your needs (topics to be studied)? Yes [ ]  No [ ]

Comments:

* Is the questionnaire suited to the context of the survey (language, type of life setting, target population, etc.)? Yes [ ]  No [ ]

Comments:

* Is the questionnaire suited to available resources and the response method selected? Yes [ ]  No [ ]

Comments:

* Has the questionnaire been validated and pre-coded? Yes [ ]  No [ ]

Comments:

**Response method:**

* Have you decided what method will be used to answer the questionnaire? Yes [ ]  No [ ]

Comments:

* Is this method tailored to your objectives and available resources? Yes [ ]  No [ ]

Comments:

* Is the response method compatible with the sampling method selected (random or non-random)? Yes [ ]  No [ ]

Comments:

* Have you taken into account the advantages and disadvantages of the method selected? Yes [ ]  No [ ]

Comments:

* Have you looked into any strategies for offsetting the disadvantages of the method selected (e.g. cost and response rate)? Yes [ ]  No [ ]

Comments:

**Analysis plan:**

* Do you have an analysis plan for the questionnaire selected? Yes [ ]  No [ ]

Comments:

* Does the analysis plan describe the comparisons and cross-tabulations of questions that will be made? Yes [ ]  No [ ]

Comments: