

Steps in conducting a survey

Step 1: Determine the objectives of your study

Step 2: Determine the exposure and outcome variables and decide how you will define them

**Step 3: develop preliminary “skeleton” tables
Begin with simple descriptive characteristics**

Step 4: determine:

- **Who will be the study subjects**
- **Methodology**
- **Sample size**

Step 5: design a questionnaire

Pilot it!

Step 6: Establish a sampling plan for data collection and work out the logistics

Step 7: Determine the personnel needs

Step 8: Field test the questionnaire in the population in which it is to be used and determine whether there are operational problems

Step 9: Develop instruction manuals for survey personnels

Step 10: select and train the personnel to be used to collect the data

Step 11: Develop check list of materials needed for field work

Step 12: collect the data

Step 13: Edit your data to determine errors in collection, coding, transcription, or data entry

Step 14: do the data analysis

Step 15: interpret your data

Step 16: Writing up