**MODULE 4.3 – HANDOUT 2**

SAMPLE KAP SURVEY WORKPLAN

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Month 1** | **Month 2** | **Month 3** |
|  | **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** |
| 1. Determine information needs
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Conduct initial desk review of project documents and existing materials
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Identify focus of study and key research questions
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Identify survey population
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Select team/personnel to design and use the KAP survey
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Create a budget
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Determine whether survey needs ethical review
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Develop the survey
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Translate survey
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Pilot test the survey and finalize the questionnaire
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Create a sampling plan
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Develop a data analysis plan (see module 4.5)
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Recruit and train data collectors/enumerators
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Coordinate and manage data collection process
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Conduct data cleaning and management
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Analyse data as per approved analysis plan
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Write survey report
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Facilitate interpretation and validation of the findings
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Review and finalize report based on feedback received
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Use survey data in programming
 |  |  |  |  |  |  |  |  |  |  |  |  |