**MODULE 4.3 – HANDOUT 2**

SAMPLE KAP SURVEY WORKPLAN

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **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 |  |  |  |  |  |  |  |  |  |  |  |  |