## Scope of Work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Due Date | Completed? | Person(s) Responsible | Notes |
| Discuss project with key stakeholders/supervisors |  |  |  |  |
| Review available surveys/data |  |  |  |  |
| Finalize decision on survey that will be used |  |  |  |  |
| Create messages and consent form |  |  |  |  |
| Design survey in software program |  |  |  |  |
| Pilot instrument |  |  |  |  |
| Request/prepare the population file |  |  |  |  |
| Begin marketing |  |  |  |  |
| Send invitation to participate |  |  |  |  |
| Send first reminder |  |  |  |  |
| Send second reminder |  |  |  |  |
| Send third reminder |  |  |  |  |
| Send last reminder |  |  |  |  |
| Review participation rate | Ongoing |  |  |  |
| Finish data collection |  |  |  |  |
| Review/clean data |  |  |  |  |
| Analyze data |  |  |  |  |
| Prepare report(s)/presentation(s) |  |  |  |  |
| Share results |  |  |  |  |
| Implement change |  |  |  |  |

# Messages

## Pre-Message

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

## Invitation

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

## First Reminder Message

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

## Second Reminder Message

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

**Third Reminder Message**

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

**Fourth Reminder Message**

(this is the last reminder per federal guidelines)

Subject: (insert here)

(Insert greeting)

(Insert message with signature)

## Resource Page (optional)

|  |  |  |
| --- | --- | --- |
| **For help with…** | **Program or Service** | **Contact Information** |
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