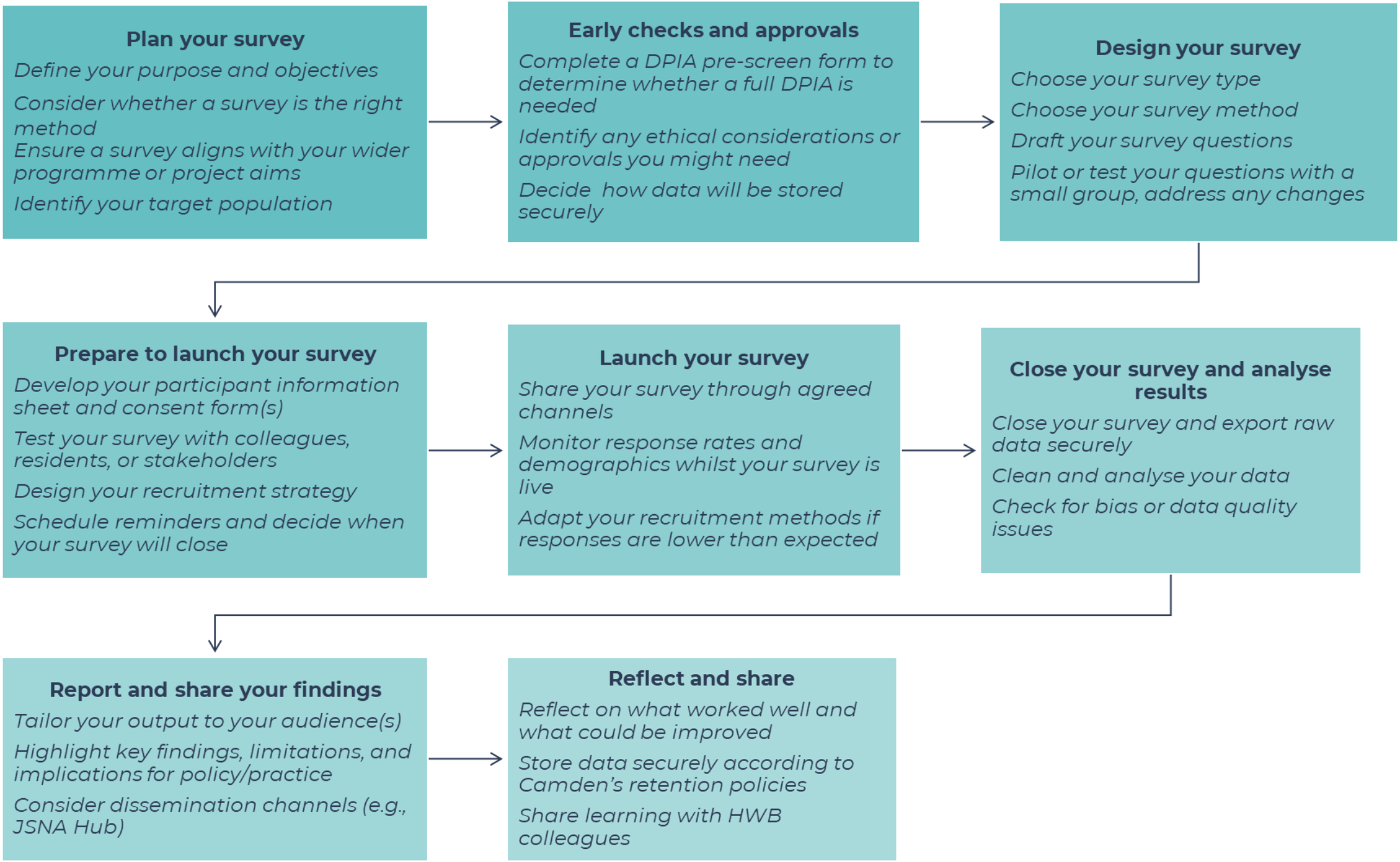
Plan your survey
Define your purpose and objectives
Consider whether a survey is the right method
Ensure a survey aligns with your wider programme or project aims
Identify your target population
Early checks and approvals
Complete a DPIA pre-screen form to determine whether a full DPIA is needed
Identify any ethical considerations or approvals you might need
Decide how data will be stored securely
Design your survey
Choose your survey type
Choose your survey method
Draft your survey questions
Pilot or test your questions with a small group, address any changes
Prepare to launch your survey
Develop your participant information sheet and consent form(s)
Test your survey with colleagues, residents, or stakeholders
Design your recruitment strategy
Schedule reminders and decide when your survey will close
Launch your survey
Share your survey through agreed channels
Monitor response rates and demographics whilst your survey is live
Adapt your recruitment methods if responses are lower than expected
Close your survey and analyse results
Close your survey and export raw data securely
Clean and analyse your data
Check for bias or data quality issues
Report and share your findings
Tailor your output to your audience(s)
Highlight key findings, limitations, and implications for policy/practice
Consider dissemination channels (e.g., JSNA Hub)
Reflect and share
Reflect on what worked well and what could be improved
Store data securely according to Camden's retention policies
Share learning with HWB colleagues