

Worksheet M3: Sample Timeline for a CAHPS Survey Project

Time in Weeks

Tasks	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32	33-36	37-40	41-44	45-48	49-52	53-56	57-60
P lanning and P roj ect D esign															
Hire a Survey and Reporting Vendo r															
D esign Ques tio nnaire and Survey No tificatio n Le tters															
S ampling															
Data Co lle ctio n — Mail															
Data Co lle ctio n — Telepho ne															
Data P repara tio n															
Data Analysis															
R eports															
F eedback/ R espon ses to CAHPS (o ptional)															